

***OLD* AAAMPS WEB CONTENT**

How to file a review for: A review of a penalty or warning under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*

Who should use this process

You should use this process if you have received a *Notice of Violation at the Point of Entry* (CBSA134). As noted on the CBSA134, you have the following options:

Option 1: Pay a reduced penalty

Within 15 calendar days of the date of the Notice.

If you agree with the allegation stated on the notice of violation and choose to pay the penalty **within 15 calendar days** of the date stated on the Notice, the penalty will be reduced by 50 percent. If you pay the penalty, you are deemed to have committed the violation and **cannot request a review**.

Option 2: Pay the full penalty

Between 15 and 30 calendar days of the date of the Notice.

If you pay the penalty, you are deemed to have committed the violation and **cannot request a review**.

Option 3: Request a review by the Minister of Public Safety

Within 30 calendar days of the date stated on the Notice of Violation.

You can request a review by the Minister by sending a request in writing to the Canada Border Services Agency, as outlined in the process below.

Option 4: Request a review by the Canada Agriculture Review Tribunal

Within 30 calendar days of the date stated on the Notice of Violation.

If you select this option and request a review by the Canada Agriculture Review Tribunal, no further review is available to you from the CBSA.

How to request a review by the Minister

If you choose **Option 3** and request a review by the Minister of Public Safety:

Within 30 calendar days of the date stated on the Notice of Violation or date of service of the notice, you can request a review by the Minister by sending a request in writing to the Canada Border Services Agency.

Send your request to:

Recourse Directorate
Canada Border Services Agency
333 North River Rd, Tower A, 11th Floor
Ottawa, ON K1A 0L8
Facsimile: 343-291-7239

E-Appeal

- You can now request a review of a CBSA decision online.
- Just go to E-Appeals for the electronic form relating to enforcement actions.

What to expect: the Ministerial review process

After you submit your request for a Minister's review, you will receive a letter acknowledging that your request has been received. It will confirm that a file has been opened and assigned to a Recourse official who will review both your request and the reports of the officer who issued the violation. You will then receive a letter explaining why the violation was issued. You will also be provided with a copy of the issuing officer's reports. Then, if you wish, you can make further submissions related to your review request.

Once you have had the opportunity to submit all the documentation that you want considered, the official will evaluate the evidence and arguments provided — *in consideration of the relevant legislation, regulation, and policy* — and make decisions as to whether a violation occurred and — *if so* — whether the terms assessed are correct.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further avenues of appeal.

What to do if you disagree with the Minister's decision

If the violation is confirmed, the registered letter will also provide you with your options and deadlines for further appeal to the Canada Agricultural Review Tribunal.

Once a decision has been made by the CBSA, neither the Minister of Public Safety nor CBSA officials have the authority to act further in the matter.

How to request a review by the Canada Agriculture Review Tribunal

If you choose **Option 4** and request a review by the Canada Agriculture Review Tribunal, you must complete and submit a Request for Review within 30 calendar days of being served a Notice of Violation.

Page 5: Appeals (links to Recourse's Appeals web page)

Refer to location: <http://www.cbsa-asfc.gc.ca/recourse-recours/howto-commentfaire-4-eng.html>

UPDATED CONTENT FOR RECOURSE WEBPAGE:

How to file a request for review of a penalty or warning under the Agriculture and Agri-Food Administrative Monetary Penalties Act

Who may request a review?

The person who is the violator identified in the **Notice of Violation (NOV)**, or a representative on their behalf, may request a review to the Minister of Public Safety and Emergency Preparedness (the Minister) or the Canada Agricultural Review Tribunal (the Tribunal).

*** You cannot appeal a monetary penalty that has already been paid.** Please refer [Penalties and Fines](#) to see your payment options if you do not wish to appeal.

Review by Minister of a Notice of Violation

If you wish to contest a NOV, you can submit a written request for a review by the Minister.

Within 30 calendar days of the date stated on the NOV or date of service of the NOV, you may request a review by submitting a request to the Canada Border Services Agency in one of the following ways:

File an E-Appeal

You can request a review of a CBSA decision [online](#).

Send your request by mail or fax to:

Recourse Directorate
Canada Border Services Agency
333 North River Rd, Tower A, 11th Floor
Ottawa, ON K1A 0L8
Facsimile: 343-291-7239

Your request for review should include all of the reasons why you believe the violation was not committed or why the penalty amount is incorrect.

The review by the Minister is conducted by an impartial official within the CBSA's Recourse Directorate. The review will consider whether the person cited in the NOV committed a violation and, where a monetary penalty was imposed, whether the penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*. All evidence must be

provided to the Recourse official in writing. It is important to note that the penalty amounts are fixed by the *Regulations* and cannot be reduced or substituted for a warning for any reason relating to humanitarian or financial situations.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further appeal options. It is important to remember that, once a decision has been made by the CBSA, neither the Minister of Public Safety and Emergency Preparedness nor CBSA officials have the authority to act further in the matter.

Review by Tribunal of a Minister's Decision

If you are not satisfied with a decision after a review by the Minister, you may request a further review of the decision by the Canada Agricultural Review Tribunal (Tribunal) **within 15 calendar days** of being served the Minister's decision. The Tribunal, in this case, will conduct a review of the Minister's decision.

The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

For more information on how to appeal a Minister's decision to the Tribunal, please visit the Tribunal's [website](#).

Review by Tribunal of a Notice of Violation

If you wish to contest a NOV, you may forego the ministerial review and submit a written request for a review directly to the [Tribunal](#). The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

Similar to the Ministerial review, the review by the Tribunal will consider whether the person cited in the NOV committed a violation and, where a penalty was imposed, whether the monetary penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*.

If you choose this appeal option, you must submit a request for review to the Tribunal **within 30 calendar days** of the date stated on the NOV or date of service of the NOV.

For more information on how to appeal a NOV to the Tribunal, please visit the [Tribunal's website](#).

Marcil, Melanie

From: Bruce Hayes <Bruce.Hayes@inspection.gc.ca>
Sent: June 14, 2016 10:54 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Gagnon, Sheri: CFIA / ACIA
Subject: Be Aware, Declare input
Attachments: Bruce Hayes.vcf

I just heard back from the director of our Plant Protection Division and she has no comments or suggested changes to your draft mock up.

Cheers.

Bruce Hayes
Communications Specialist / Spécialiste des communications
Communications and Public Affairs / Communications et Affaires publiques
Canadian Food Inspection Agency / Agence Canadienne d'inspection des aliments
bruce.hayes@inspection.gc.ca
Government of Canada / Gouvernement du Canada
www.inspection.gc.ca
Tel: 613-773-5347

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: September 27, 2016 03:49 PM
To: Ancil, Daniel; Hughes Doucet, Jennifer
Cc: Fraser-Bell, Anne-MarieL
Subject: FOR YOUR FINAL REVIEW: New FPA webpages
Attachments: CR - FPA External Website Changes.docx

Importance: High

Hi Daniel/Jennifer,

Please find the new expanded FPA pages for the CBSA website that Everett and I had worked on this summer. They contain a lot of valuable information (due in large part to Everett's contribution) and will replace the info currently found on our website, which is severely lacking information on the importation of FPA goods. They will also help eliminate duplication found on the CFIA's website for declaring FPA goods to CBSA.

Unless there is other specific info that you feel needs to be added (that is also not included on CFIA's website), I would recommend we proceed with this draft to Communications. The wording has already been vetted by them, so it shouldn't take too long to proceed to publication... The policy is to keep sentences short and wording simple.

Can you please advise as soon as possible if this final version is ok to send? I am hoping to send by this **Friday, September 30**.

Thanks!
Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : 866-335-3237
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: 866-335-3237
ATS: 866-335-3237

FPA CONTENT FOR CBSA WEBSITE

Page 1: What Food, Plant or Animal Products can I bring into Canada?

Did you know that a piece of fruit or meat you bring into to Canada could be harmful to our ecosystems? Various food, plants, animals and related products are restricted or prohibited because they can harbor foreign animal and plant pests and diseases. These pests and diseases can pose a risk to human, plant and animal health, threaten Canada's economy and cause irreparable harm to Canada's crops, livestock, or environment.

Many different kinds of items can introduce foreign threats into Canada. Even a single product can pose a serious risk to Canada. These include things as diverse as:

- Food, such as raw or cooked meats, fruit/vegetables, milk,
- Homemade articles, such as items made from plants or wood,
- Houseplants,
- Live animals,
- Firewood,
- Plant cuttings, seeds, and
- Muddy hiking boots.

For a list of commonly imported food, animal and plant products and the guidelines for importing them from the United States, please visit the Canadian Food Inspection Agency's guide: [What Can I Bring Into Canada in Terms Of Food, Plant, Animal and Related Products?](#).

Before you travel, verify the requirements for what you can bring into Canada

Before travelling to Canada, verify the **requirements** for any food, plant and animal products you are intending to import into Canada. You can do this by using the Canadian Food Inspection Agency's (CFIA) [Automated Import Reference System \(AIRS\)](#).

Restrictions on what items you are allowed to bring into Canada vary depending on the product, country of origin and province of import. These restrictions are set up to help keep Canada's animals, plants and natural habitats healthy and safe. Due to constantly changing pest and disease situations, these restrictions may be adjusted at any time. Do your research each time you travel!

If you require assistance in finding or interpreting the requirements listed in [AIRS](#), you may contact the CFIA's [National Import Service Centre \(NISC\)](#). General guidelines on what items you can or cannot bring into Canada can also be found on the [Canadian Food Inspection Agency \(CFIA\)'s Web site](#).

The CFIA and Global Affairs Canada (GAC) also have set limits on the quantity and/or dollar value of certain food products that you can bring into Canada duty-free or that you can include in your personal exemption. Please visit GAC's website for a complete listing of [tariff rate quotas](#) on agricultural products and [export and import controls](#).

In addition, some goods may be subject to controls under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Further information on CITES requirements can be found on [Environment and Climate Change Canada's \(ECCC\) Web site](#).

An additional source of importation information is the CBSA's Border Information Service (BIS) — [Border Information Service \(BIS\)](#).

If you are **importing food for commercial purposes**, please refer to [Commercial Importations](#).

Tips for Travellers

- ✓ Always declare your items to the CBSA when entering Canada. If you are unsure about an item, ask a border officer!
- ✓ Verify the import requirements for any food, plant and animal products that you plan to bring into Canada.
- ✓ Be sure to complete the areas of your Customs Declaration Card regarding farm visits, and avoid contact with farmed animals, zoo animals or wildlife for 14 days after you arrive in Canada if you were exposed to similar animals in other countries.
- ✓ Be sure to clean soil off any items including hiking boots, vehicles, and gardening and construction tools/equipment.

Important Notices

Add CFIA notices as they provide updates.

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>, but excludes <http://www.inspection.gc.ca/food/information-for-consumers/travellers/what-can-i-bring-into-canada-/eng/1389648337546/1389648516990> (the latter site will need to be slightly amended) ... A lot of repetition in the different parts of the page.

Page 2: Be aware and declare (NEW PAGE)

Declaring is the Law

Be aware . . . Declare everything.

You are required by law to declare all plant, animal, and food products you bring with you into Canada. For instance, you must declare:

- Animal products, such as cooked or raw meats, animal parts, milk, fat, butter, cheese, eggs, fish, seafood,
- Plant products, such as fruits, vegetables, seeds, nuts, trees, houseplants, wood (and wood products), roots, vines, herbs, flowers, insects, bulbs, soil, and
- Live animals.

Failure to declare any of these products or to provide required permits/certificates can lead to:

- Confiscation of your products
- A penalty up to \$1300
- Prosecution

Inadmissible goods may be confiscated and disposed of, or ordered removed from Canada. Travellers may also be held responsible for any costs related to the disposal, quarantine, treatment or removal of these items from Canada.

Common mistakes

Many travellers fail to declare items such as:

- processed or canned foods,
- homemade food,
- handmade crafts, such as wooden items,
- cooked or cured meats,
- soil,
- plants used for homeopathic or medicinal purposes,
- milk products, such as butter, kefir, and
- fruits and vegetables.

Most travellers are unaware of the hazards of food, plant and animal goods - but the risks to Canada's food supply, economy, environment and human health are very real.

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>

Page 3: Inspections and Fees

If you intend to bring animals (including pets) or plants into Canada, you should be aware that fees now apply to some inspection and quarantine services provided by the Canada Border Services Agency (CBSA) and/or the Canadian Food Inspection Agency (CFIA).

Why fees?

Travellers and commercial importers who use inspection and quarantine services to bring animals or plants into Canada must pay a portion of the cost for the CBSA or the CFIA to provide these services.

Why is inspection necessary?

Animals and plants coming into Canada are monitored and inspected to prevent the introduction of diseases and pests that could pose a risk to the country's health, wildlife, pets, livestock, crops, forests, lakes, rivers and oceans. Sometimes, imported animals and plants must be quarantined in order to verify that they are free of harmful diseases and pests. Inspections are also necessary to ensure compliance with Canada's wildlife trade laws.

Fees

The goods and services tax and other applicable taxes may be charged on inspection services. The fees and taxes cannot be claimed under a traveller's personal exemption.

Note that these fees are subject to change.

For more information, consult the complete list of [inspection types and associated fees](#).

Page 4: Penalties and Fines

The Canada Border Services Agency (CBSA) uses an administrative monetary penalty system to issue Warnings or Agriculture and Agri-Food Administrative Monetary Penalties (AAAMPs) to travellers for violating the Canadian Food Inspection Agency's Agri-Food legislation (including the *Health of Animals Act* and *Plant Protection Act*). These enforcement tools are designed to deter non-compliance and help ensure that travellers meet all import requirements for importing food, plant and animal goods into Canada.

When you are issued a Warning or a Penalty under the AAAMP system, you will receive a Notice of Violation (NOV), form CBSA134, from the CBSA describing the infraction and the penalty incurred. Violations are classified as **minor**, **serious** or **very serious** and carry the following range of penalties for travellers:

- Minor violation: \$500 per violation
- Serious violation: \$800 per violation
- Very serious violation: \$1,300 per violation

The limits above apply to each violation, and multiple violations can result in a total amount that exceeds these limits.

For more information on the classification of violations, see the [Agriculture and Agri-Food Administrative Monetary Penalties Regulations](#).

What Are Your Options upon Receipt of a Notice of Violation with *Warning*?

If you receive a Notice of Violation with Warning, you may:

1. **Accept the warning.** No response is necessary. This Notice of Violation with Warning remains part of your compliance history when crossing the border.
2. **Request a Ministerial review.** Submit a written request for a [review by the Minister](#) of the facts of the violation **within 30 days** of the date on the Notice of Violation.
3. **Request a Tribunal review.** Submit a written request for a [review by the Canada Agricultural Review Tribunal](#) of the facts of the violation **within 30 days** of the date on the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

What Are Your Options upon Receipt of a Notice of Violation with *Penalty*?

If you receive a Notice of Violation with Penalty, you may:

1. **Make a payment within 15 days.** If you pay within 15 calendar days, the penalty is reduced by 50% of the amount. By paying the penalty ([LINK TO MAKING A PAYMENT](#)), you admit to the violation and **waive your right to appeal**.
2. **Make a payment after 15 days.** If you make a payment after 15 calendar days, the full penalty amount applies. By paying the penalty ([LINK TO MAKING A PAYMENT](#)), you admit to the violation and **waive your right to appeal**.
3. **Request a Ministerial review.** Submit a written request for a [review by the Minister](#) of the facts of the violation **within 30 days** of the date in the Notice of Violation.
4. **Request a Tribunal review:** Submit a written request for a [review by the Canada Agricultural Review Tribunal](#) of the facts of the violation **within 30 days** of the date in the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

Making a payment

You can make payment by submitting your Notice of Violation, with the payment in Canadian funds, to:

Canada Border Services Agency
Financial Transactions Processing Centre
400 Place Youville, 2nd Floor
Montréal, QC H2Y 2C2

All payments are to be made payable to the **Receiver General for Canada**. Payments can be made in the form of a certified cheque, money order, or bank draft.

Page 5: Appeals (links to Recourse's Appeals web page)

Refer to location: <http://www.cbsa-asfc.gc.ca/recourse-recours/howto-commentfaire-4-eng.html>

UPDATED CONTENT FOR RECOURSE WEBPAGE:

How to file a request for review of a penalty or warning under the Agriculture and Agri-Food Administrative Monetary Penalties Act

Who may request a review?

The person who is the violator identified in the **Notice of Violation (NOV)**, or a representative on their behalf, Minister of Public Safety and Emergency Preparedness (the Minister) or the Canada Agricultural Review Tribunal (the Tribunal).

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The review by the Minister is conducted by an impartial official within the CBSA's Recourse Directorate. All evidence must be provided to the Recourse official in writing. The review will consider whether the person cited in the NOV committed a violation and, where a monetary penalty was imposed, whether the monetary penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*. It is important to note that the penalty amounts are fixed by the *Regulations* and cannot be reduced or substituted for a warning for any reason relating to humanitarian or financial situations.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further appeal options. It is important to remember that, once a decision has been made by the CBSA, neither the Minister of Public Safety and Emergency Preparedness nor CBSA officials have the authority to act further in the matter.

Review of a Minister's Decision

If you are not satisfied with a decision after a review by the Minister, you may request a further review of the decision by the Canada Agricultural Review Tribunal (Tribunal) **within 15 calendar days** of being served the Minister's decision. The Tribunal, in this case, will conduct a review of the Minister's decision.

The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

For more information on how to appeal a Minister's decision to the Tribunal, please visit the [Tribunal's](#) website.

Review by Tribunal of a Notice of Violation

If you receive a NOV and you do not agree with the conclusion that you have committed a violation, or if you do not agree with the assessment of your monetary penalty, you may forego the ministerial review and submit a written request for a review directly to the [Tribunal](#). The Tribunal is an independent quasi-

judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

The review by the Tribunal will, like a review conducted by the Minister, consider whether the person cited in the NOV committed a violation and, where a monetary penalty was imposed, whether the monetary penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*.

If you choose this appeal option, you must submit a request for review to the Tribunal **within 30 calendar days** of the date stated on the NOV or date of service of the NOV.

For more information on how to appeal a NOV to the Tribunal, please visit the [Tribunal's](#) website.

Page 6: Commercial Shipments

Commercial Imports

Commercial importations of food, plant and animal products are subject to the same reporting, accounting and release procedures as importations of any other commodities. However, they are often subject to specific import requirements, such as permits, licences and supporting documents, because of the risks of bringing diseases, pests and invasive species into Canada and the threats to global biodiversity from the trade of endangered species.

As an importer, it is your responsibility to know the specific import requirements for the product you are bringing into Canada, which includes any materials used for transporting or packaging the product (e.g. dunnage or wooden crates). In some cases, this may include requirements under more than one act and/or regulation.

You must ensure that your shipment meets all applicable import requirements when it arrives at the Canadian border.

All commercial Importers are recommended to visit the CBSA's for [Step-by-Step Guide to Importing Commercial Goods into Canada](#).

Related information:

- [Food imports](#)
- [Animal imports](#)
- [Plant and plant product imports](#)

Commercial Exports

All goods subject to the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) must be presented with the proper permits/certificates to the CBSA before the goods can be lawfully exported from Canada. When reviewing documents relating to shipments for export, border services officers will inspect the goods and documents for compliance with CITES.

Refer to D19-7-1: Interpretation of the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRITA) and the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) for information on the requirements for exporting CITES goods from Canada.

Commercial contact information

For more information, consult the following resources:

CFIA Import Service Centre

In Canada and the United States call toll-free:

Eastern: 1-877-493-0468

National: 1-800-835-4486

Local calls and all other countries:

Eastern: 514-493-0468

National: 905-795-7834

Endangered species/ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) requirements

Environment and Climate Change Canada

1-800-668-6767

<http://www.ec.gc.ca/cites>

Page 7: Hot Topics

Importing or Travelling with Pets

Under the National Animal Health Program, the Canadian Food Inspection Agency (CFIA) establishes import requirements for all animals and animal products entering Canada-including domestic pets.

These requirements apply to:

- animals entering Canada permanently
- animals in transit through Canada on their way to a final destination
- animals entering Canada for a temporary visit

IMPORTANT! The CBSA can refuse entry to animals presented for importation. The Agency may also confiscate any undeclared animals, including family pets, so please make sure to declare all animals upon entry into Canada and possess any required permits/certificates for their entry. Failure to do so may also result in a penalty ([NOTE: link to penalties and fines page](#)).

Import and Travel Requirements

- [Amphibians and reptiles](#)
- [Birds \(From the United States\)](#)
- [Birds \(From Countries Other Than the United States\)](#)
- [Cats](#)
- [Dogs](#)
- [Fish](#)
- [Foxes, skunks, raccoons and ferrets](#)
- [Horses \(from the United States\)](#)
- [Primates](#)
- [Rabbits](#)
- [Rodents \(guinea pigs, gerbils, mice, rats, chinchillas, hamsters, etc.\)](#)
- [Scorpions, spiders and other organisms that do not require a permit to import](#)

If the animal you wish to import is not listed, please refer to the [Automated Import Reference System \(AIRS\)](#), which provides information on import requirements for all commodities regulated by the CFIA.

Where a veterinary inspection is a requirement, travellers are to contact the CFIA Animal Health Office closest to the port of entry into Canada prior to arrival to arrange for a veterinary inspection appointment. The results from the CFIA inspection must be made available to the CBSA before the animals can be released into Canada.

In addition, pets such as parrots, turtles, snakes and other reptiles are frequently subject to the [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#) controls. Travellers are responsible for determining if their pet is subject to CITES controls imposed and ensuring that they possess the appropriate CITES permits/certificates for importing them to Canada.

Tips for traveling with your pet

- [Can I Come Too? Protecting pets when they travel](#)

REPLACES OR AMENDS: <http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>

Wood Packaging Material

Wood packaging material (WPM) import requirements are strict guidelines put in place to protect Canadian ecosystems from non-native pests found in WPM. Invasive pests can result in economic losses — stemming from eradication and control costs in the millions of dollars, loss of export markets, and loss of Canadian industry and tourism jobs and dollars — as well as irreversible damage or loss of forests and forest ecosystems.

What is wood packaging Material?

The definition of "wood packaging material" is any piece of **non-manufactured wood used to brace, support, protect or secure a consignment or cargo**. Wood packaging materials include, but are not limited to dunnage, crating, wood boxes, load boards, pallets, wooden wire drums and skids.

Wood packaging products constructed entirely (100%) from manufactured parts: plywood, plastics, cardboard, fibre board and oriented strand board are exempt from Canada's import requirements.

What goods must comply with the import requirements?

In Canada, all non-manufactured WPM used in international trade must be compliant with ISPM 15. It is prohibited to import or move untreated, non-manufactured WPM into or through Canada, unless it originates from the continental U.S.

The entry requirements for wood packaging from all areas except the continental United States are specified in D-98-08: Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States.

Importers should be aware that undeclared or non-compliant wood packaging may be refused entry into Canada and/or be subject to a penalty.

What happens to non-compliant shipments?

Both the shipment and the WPM will be ordered removed from Canada. Under certain conditions, and at the discretion of the CBSA, shipments containing non-compliant WPM may either: (a) be deconsolidated or (b) have the non-compliant WPM separated from the associated cargo and replaced with compliant WPM. Deconsolidation or separation is never an option when there are live wood-boring pests or signs of live wood-boring pests.

If there is evidence of living pests, the WPM will be ordered treated prior to being ordered removed to limit the risk of pest escape. Even if it has been treated, the shipment must be removed from Canada. The importer, or the person in possession or care and control of the shipment, is responsible for all costs associated with the removal (including treatment, if required) of non-compliant WPM.

Need more information?

For more information on importing wood packaging material, please visit the CFIA's [Wood Packaging – Questions and Answers](#).

For more information on CFIA's other policies relating to the import and export of Canadian forestry products, you may also visit:
<http://www.inspection.gc.ca/plants/forestry/eng/1299166186965/1299166280737>.

Other related references:

- [Implementation of ISPM 15 for Wood Packaging Moving Between Canada and the United States](#)
- [Wood Packaging Mark as Defined by the IPPC PDF \(505 kb\)](#)
- [Lists of Facilities Approved by Foreign National Plant Protection Organizations and recognized by the CFIA under D-98-08](#)

REPLACES OR AMENDS: <http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

To add in a sidebar?

Guides and tools

- [Automated Import Reference System \(AIRS\)](#)
- [CITES Species list](#)
- [Step-by-Step Guide to Importing Commercial Goods into Canada](#)
- [Guide to Importing Food Products Commercially](#)

Publications

- [D19-1-1: Foods, Plants, Animals and Related Products](#)
- [D19-7-1: Interpretation of the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* \(WAPPRITA\) and the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* \(CITES\)](#)
- [D19-8-5: *Import Prohibitions and Requirements for Commercial Importers of Aquatic Species and for Travellers Under the Aquatic Invasive Species Regulations*](#)
- [D19-10-2: *Export and Import Permits Act \(Importations\)*](#)
- [CFIA Import Policies - General](#)

Legislative

- [Agriculture and Agri-Food Administrative Monetary Penalties Act](#)
- [Agriculture and Agri-Food Administrative Monetary Penalties Regulations](#)
- [CFIA Fees Notice](#)
- [Customs Act](#)

- [Health of Animals Act](#)
- [Health of Animals Regulations](#)
- [Plant Protection Act](#)
- [Plant Protection Regulations](#)
- [Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act \(WAPPRIITA\)](#)
- [Wild Animal and Plant Trade Regulations \(WAPTR\)](#)

Other Links

- [Canada Agricultural Review Tribunal \(CART\)](#)
- [Canadian Food Inspection Agency \(CFIA\) Web Site](#)
- [Environment and Climate Change Canada – CITES Web site](#)
- [Fisheries and Oceans Canada Web site](#)

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: June 22, 2016 04:37 PM
To: McGiffin, Cailin
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre; Everest-Bellefeuille, Jocelyn; Harper, Everett
Subject: FPA External Website Changes- feedback wrap up
Attachments: CR - FPA External Website Changes.docx

Importance: High

Hi Cailin,

I think I have amalgamated, to the best of my ability, all 4 revised documents that were provided to us. All 4 stakeholders had very different suggestions, so it was tough to incorporate everything.

Can you review with Joce and give me your thoughts?

The FPA group and our shop have agreed that we can refine the rest later... I should hear back from Recourse by Monday on the appeals content.

Best,
Mel

From: McGiffin, Cailin
Sent: June 13, 2016 9:56 AM
To: Charbonneau, MelanieA
Subject: Fw: CR - FPA External Website Changes-Comms comments.docx

Hi Melanie,

I've attached a tracked changes version of the new FPA Web content, which Joce has fed into (from a web perspective), and so has my colleague and I (from a general, clear and plain language / comms perspective).

Please let me know if you have any questions or concerns - happy to chat about things.

We're locked out of our computer systems at SRS today - I'm attempting to work on BB until they get things resolved. I'm also hoping to get the AAAMP communications plan to you today for your input.

Cailin

From: McGiffin, Cailin <Cailin.McGiffin@cbsa-asfc.gc.ca>
Sent: Sunday, June 12, 2016 11:16 PM
To: McGiffin, Cailin
Subject: CR - FPA External Website Changes-Comms comments.docx

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: October 6, 2016 01:30 PM
To: Anctil, Daniel
Subject: FW: For your comments- Draft communications plan
Attachments: CR - FPA External Website Changes.docx

Importance: High

For some reason your email didn't work below...

FYI.

From: Charbonneau, MelanieA
Sent: October 6, 2016 1:20 PM
To: McGiffin, Cailin
Cc: 'Anctil, Daniel'; Champagne-Roberge, Alexandre; Gerson, Helen; Fraser-Bell, Anne-Mariel; Lavoie, Marie-Hélène; Chenier, Stephanie; Hughes Doucet, Jennifer
Subject: RE: For your comments- Draft communications plan
Importance: High

Hi Cailin,

Ok, here is the revised version of the web content!

This version has went back through the FPA program, and the Recourse program, and all are in agreement with the content.

Thanks so much for your help on this.

Best,
Melanie

From: McGiffin, Cailin
Sent: July 5, 2016 3:47 PM
To: Charbonneau, MelanieA
Subject: RE: For your comments- Draft communications plan

Hi Mel,

Attached please find our proposed changes to the web text – you'll notice that Joce has removed any text that is repetitive, doesn't belong to CBSA or that can be linked.

I'm here to discuss at your convenience.

Cailin

Cailin McGiffin

A/Senior Communications Advisor, Corporate Affairs Branch

Canada Border Services Agency / Government of Canada

cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés

Agence des services frontaliers du Canada / Gouvernement du Canada

cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

Marcil, Melanie

From: Fraser-Bell, Anne-Mariel
Sent: October 5, 2016 02:49 PM
To: Charbonneau, MelanieA
Cc: Gerson, Helen; De Castro, Melissa; Hughes Doucet, Jennifer
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages
Attachments: CR - FPA External Website Changes OGD.docx

Hi Melanie,
I think it looks great.

Helen and I have reviewed it and would like to recommend a few revisions and additional information for your consideration.

Anne-Marie Fraser-Bell
Other Government Department Programs | Programmes des autres ministères
Canada Border Services Agency | Agence des services frontaliers du Canada
Anne-Marie.Fraser-Bell@cbsa-asfc.gc.ca Tel: 613-954-7641 / TTY: 866-335-3237

From: Gerson, Helen
Sent: October 5, 2016 2:35 PM
To: Fraser-Bell, Anne-Mariel
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Anne-Marie,
Did you want to go over this again (I have added my comments, suggested additions, etc)? If not feel free to forward to Melanie.
Helen

From: Fraser-Bell, Anne-Mariel
Sent: October 4, 2016 2:16 PM
To: Gerson, Helen
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Helen,
Here are some suggested changes for the FPA Webpage which focuses on AAAMPS.
Please take a look and let me know if you have any changes.
Thank you.

Anne-Marie Fraser-Bell
Other Government Department Programs | Programmes des autres ministères
Canada Border Services Agency | Agence des services frontaliers du Canada
Anne-Marie.Fraser-Bell@cbsa-asfc.gc.ca Tel: 613-954-7641 / TTY: 866-335-3237

From: Fraser-Bell, Anne-Mariel
Sent: October 4, 2016 2:14 PM
To: Charbonneau, MelanieA; Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Melanie,
I have made a few suggested changes and wish to discuss them with Helen before I send them to you.
Thanks.
Anne-Marie

From: Charbonneau, MelanieA
Sent: September 30, 2016 2:48 PM
To: Fraser-Bell, Anne-Mariel; Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Thanks Anne-Marie, no worries for the timeline! Let me know if you have any questions on your review of it

From: Fraser-Bell, Anne-Mariel
Sent: September 30, 2016 2:46 PM
To: Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa; Charbonneau, MelanieA
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Jennifer,

I spoke with Melanie and she has kindly agreed to move the BF date to EOD Tuesday, October 4th.

AM

From: Hughes Doucet, Jennifer
Sent: September 27, 2016 3:52 PM
To: Gerson, Helen; Fraser-Bell, Anne-Mariel; De Castro, Melissa
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages
Importance: High

Helen, AM,

Please coordinate to review the attachment and let me know if you have any comments or concerns.

BF: September 30

Jennifer

From: Charbonneau, MelanieA
Sent: September 27, 2016 3:49 PM
To: Anctil, Daniel; Hughes Doucet, Jennifer
Cc: Fraser-Bell, Anne-Mariel
Subject: FOR YOUR FINAL REVIEW: New FPA webpages
Importance: High

Hi Daniel/Jennifer,

Please find the new expanded FPA pages for the CBSA website that Everett and I had worked on this summer. They contain a lot of valuable information (due in large part to Everett's contribution) and will replace the info currently found on our website, which is severely lacking information on the importation of FPA goods. They will also help eliminate duplication found on the CFIA's website for declaring FPA goods to CBSA.

Unless there is other specific info that you feel needs to be added (that is also not included on CFIA's website),

Can you please advise as soon as possible if this final version is ok to send? I am hoping to send by this **Friday, September 30**.

Thanks!

Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : 613-404-1071 /
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale
des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: 613-404-1071 /
ATS: 866-335-3237

Marcil, Melanie

From: Chenier, Stephanie
Sent: September 29, 2016 08:55 AM
To: Charbonneau, MelanieA
Cc: Lavoie, Marie-Hélène
Subject: FW: Request for update to AAAMPS appeals web content
Attachments: Appeals webpage- Comms review.doc

Allo Mel,

Policy a pas d'objection aux changements, svp obtenir l'approbation de ta gestionnaire et ta directrice.

Merci!

Stéphanie Chenier

Manager, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
Stephanie.chenier@cbsa-asfc.gc.ca / Tel: 343-291-7169 / TTY: 866-335-3237

Gestionnaire, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
Stephanie.chenier@cbsa-asfc.gc.ca / Tél. : 343-291-7169 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: September 26, 2016 4:00 PM
To: Lavoie, Marie-Hélène
Cc: Chenier, Stephanie
Subject: RE: Request for update to AAAMPS appeals web content

Laisse-moi savoir si tu voudrais qu'on retravaille la page pour la simplifier d'avantage... 😊

From: Charbonneau, MelanieA
Sent: September 26, 2016 3:48 PM
To: Lavoie, Marie-Hélène
Cc: Chenier, Stephanie
Subject: Request for update to AAAMPS appeals web content
Importance: High

Salut MH,

J'espère faire parvenir tes changements approuvés en pièce jointe au groupe de communications avant mercredi, mais je voudrais changer une petite chose du point de vue du Tribunal, si vous me le permettez...

Si tu peux me laisser savoir aussitôt possible si ceci vous va, ça serait grandement apprécié!

Mélanie

From: Lavoie, Marie-Hélène
Sent: July 12, 2016 9:47 AM
To: Charbonneau, MelanieA
Cc: Chenier, Stephanie
Subject: RE: Request for update to AAAMPS appeals web content

Bonjour Melanie,

Désolée pour le délai, mais voici la version approuvé par le DG pour la mise à jour du site internet.
Laisse-moi savoir si tu as des questions.

Bonne journée,

Marie

From: Charbonneau, MelanieA
Sent: June 22, 2016 4:18 PM
To: Chenier, Stephanie
Cc: Lavoie, Marie-Hélène; Anctil, Daniel; McGiffin, Cailin; Champagne-Roberge, Alexandre
Subject: Request for update to AAAMPS appeals web content
Importance: High

Hi Stephanie,

We have updated all of the CBSA web content for FPA goods and are looking to update the information found on the appeals portion of the site as well. I have already discussed this with Marie-Helene and wondering if the attached proposed changes would be ok for Recourse?

Can you advise whether the changes are ok within the next few days and/or provide comments? We are hoping to have everything finalized for Communications by Monday.

Thank you so much!!

Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : 613-404-1071 /
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: 613-404-1071 /
ATS: 866-335-3237

Marcil, Melanie

From: Sheri Gagnon <Sheri.Gagnon@inspection.gc.ca>
Sent: June 9, 2016 11:42 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Bruce Hayes
Subject: RE: Follow up to Review travellers content/revive Be aware and declare
Attachments: SG comments_CR - FPA External Website Changes.docx

Thanks Melaine,
I've attached some comments and suggestions as well.
If there's anything else we can do, please let me know.

Cheers,
Sheri

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca> 2016-06-07 1:32 PM >>>

Hi Sheri,

It is still in fairly rough draft form (but I have attached it for you, for info only). This first draft of the web content will likely change modestly from what it looks like now over the next week ... It hasn't even been reviewed by our FPA program yet. As explained, most of the new content is content that currently doesn't exist anywhere, e.g. penalties and appeal options.

Looking forward to speaking at 2!

Best,
Melanie

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]
Sent: June 7, 2016 1:10 PM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Bruce Hayes
Subject: RE: Follow up to Review travellers content/revive Be aware and declare

Thanks Melanie,
Will you be sending drafts that we can review prior to our meeting?

Cheers,
Sheri

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca<mailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca>> 2016-06-07 12:42 PM >>>

Hi Sheri,

Here are the CFIA webpages we anticipate will be mirrored by our website once updates, for your reference (there are only 4 pages):

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>

<http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>

<http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: January 10, 2017 03:31 PM
To: Gagnon, Sheri: CFIA / ACIA; Bruce Hayes
Cc: McGiffin, Cailin; Anctil, Daniel
Subject: RE: Follow up to Review travellers content/revive Be aware and declare1
Attachments: EN FPA External Website Changes- FINAL.DOCX; FR_FPA External Website Changes - FINAL.DOCX

Importance: High

Hi Sherri/Bruce,

Happy new year!!!

Please see attached the final FPA content to replace the current content on our website. We incorporated as much of the input from the CFIA and CBSA stakeholders as possible, and I think we arrived at a pretty strong product overall.

If you have any other questions or concerns on the final draft, please do let us know before Thursday, **January 12**. The planned launch date will be January 16, 2017.

Best regards,

Melanie

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]
Sent: June 9, 2016 11:42 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Bruce Hayes
Subject: RE: Follow up to Review travellers content/revive Be aware and declare

Thanks Melaine,
I've attached some comments and suggestions as well.
If there's anything else we can do, please let me know.

Cheers,
Sheri

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca> 2016-06-07 1:32 PM >>>

Hi Sheri,

It is still in fairly rough draft form (but I have attached it for you, for info only). This first draft of the web content will

likely change modestly from what it looks like now over the next week ... It hasn't even been reviewed by our FPA program yet. As explained, most of the new content is content that currently doesn't exist anywhere, e.g. penalties and appeal options.

Looking forward to speaking at 2!

Best,
Melanie

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]
Sent: June 7, 2016 1:10 PM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Bruce Hayes
Subject: RE: Follow up to Review travellers content/revive Be aware and declare

Thanks Melanie,
Will you be sending drafts that we can review prior to our meeting?

Cheers,
Sheri

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca<mailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca>> 2016-06-07 12:42 PM >>>

Hi Sheri,

Here are the CFIA webpages we anticipate will be mirrored by our website once updates, for your reference (there are only 4 pages):

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>

<http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>

<http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]
Sent: June 7, 2016 9:28 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin
Subject: RE: Follow up to Review travellers content/revive Be aware and declare

Yes, all the details are in the invite, but just in case that get's lost through our different email systems, it's:

1-877-413-4790
OR
613-960-7514
conference ID:

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca<mailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca<mailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca%3cmmailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca>>> 2016-06-07 9:26 AM >>>

We can call in again then, it'll save you the hassle of coming to get us! I believe Cailin will be calling in anyways. Same number as last time?

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.gc.ca]
Sent: June 7, 2016 9:14 AM
To: Charbonneau, MelanieA

Subject: RE: Follow up to Review travellers content/revive Be aware and declare

I have no preference - it's really whatever is easiest for you :)

[illegible]

Hi Sheri, what do you prefer? I can call in as well... Up to you?

From: Sheri Gagnon [mailto:Sheri.Gagnon@inspection.qc.ca]

Sent: June 7, 2016 8:22 AM

To: Charbonneau, MelanieA

Subject: Re: Follow up to Review travellers content/revive Be aware and declare

Good morning Melanie,

Do you know if your team is calling in or coming to our office today?

If you're coming by, please let me know so I can meet you to sign you in. It's best to come to the entrance at Tower 1&2. The commissionaires normally call to let me know when you've arrived, however these are my numbers if you need them:

office: 613-773-6427

cell:

Cheers,

Sheri

>>> Sheri Gagnon 2016-05-24 3:53 PM >>>

Hi everyone,

Thanks for meeting today.

Next steps: CBSA will send CFIA draft content for the urgent updates required for June.

At this June meeting, we'll go over any outstanding items (review/discuss drafts, approvals, posting time lines, etc.). Also, we'll do a look ahead to a more fulsome web update and how to transfer content to CBSA.

Please join us at 1400 Merivale or call in at the coordinates below.

Teleconference information is:

1-877-413-4790

OR

613-960-7514

conference ID:

Cheers,

Sheri

Sheri Gagnon

Web Communications Advisor, Communications and Public Affairs

Canadian Food Inspection Agency/Government of Canada

sher.gagnon@inspection.gc.ca <mailto:sher.gagnon@inspection.gc.ca> <mailto:sher.gagnon@inspection.gc.ca%3cm
mailto:sher.gagnon@inspection.gc.ca <mailto:sher.gagnon@inspection.gc.ca%3cmmailto:sher.gagnon@inspection.gc.c
a%3cmmailto:sher.gagnon@inspection.gc.ca%3cmmailto:sher.gagnon@inspection.gc.ca <mailto:sher.gagnon@inspecti

FPA CONTENT FOR CBSA WEBSITE

Page 1: What Food, Plant or Animal Products can I bring into Canada?

Did you know that importing a single piece of fruit or meat into Canada can be harmful to our ecosystems? Various food, plants and animal products are restricted or prohibited entry because they can harbour foreign animal and plant pests and diseases. These things can cause irreparable harm to Canada's crops, livestock, environment, and threaten Canada's economy.

Many different kinds of items can introduce foreign threats into Canada. These include things as diverse as:

- Food, such as raw or cooked meats, fruit/vegetables, milk;
- Homemade articles, such as items made from plants or wood;
- Houseplants;
- Live animals, including pets;
- Firewood;
- Plant cuttings, seeds; and
- Muddy hiking boots.

For a list of commonly imported food, plant and animal products and guidelines for importing them from the United States, please visit the Canadian Food Inspection Agency's guide: [What Can I Bring Into Canada in Terms Of Food, Plant, Animal and Related Products?](#).

Before you travel, verify the requirements for what you can bring into Canada

Before travelling to Canada, verify the **requirements** for any food, plant and animal products you are intending to bring into Canada. You can do this by using the Canadian Food Inspection Agency's (CFIA) [Automated Import Reference System \(AIRS\)](#).

Restrictions on what items you are allowed to bring into Canada vary depending on the product, country of origin and province of import. These restrictions are set up to help keep Canada's animals, plants and natural habitats healthy and safe. Due to constantly changing pest and disease situations, these restrictions may be adjusted at any time. Do your research each time you travel!

For assistance in finding or interpreting the requirements listed in [AIRS](#), you may contact the CFIA's [National Import Service Centre](#). General guidelines on what items you can or cannot bring into Canada can also be found on the [CFIA's Web site](#).

Many goods are subject to controls under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and others, even if not listed on the CITES Control List, may be prohibited for export by various countries. More information on CITES requirements and a searchable list of all CITES species can be found on [Environment and Climate Change Canada's Web site](#).

The CFIA and Global Affairs Canada (GAC) has also have set limits on the quantity and/or dollar value of certain food products that you can bring into Canada duty-free or that you can include in your personal exemption. Please visit GAC's website for a complete listing of tariff rate quotas on agricultural products and export and import controls.

Fisheries and Oceans Canada also prohibits the importation of certain aquatic invasive species. For a list of those species, please consult the Schedule in the Aquatic Invasive Species Regulations. Note that these prohibitions apply whether a traveller is aware or not of transporting listed aquatic invasive species. If listed species are found, the species and the equipment they are attached to may be seized, detained, and/or ordered cleaned.

An additional source of importation information is the CBSA's Border Information Service (BIS).

If you are **importing food for commercial purposes**, please refer to Commercial Importations.

Tips for Travellers

- ✓ Always declare your FPA items to the CBSA when entering Canada, whether they are regulated or not. If you are unsure about an item, ask a border officer!
- ✓ Verify the import requirements for any food, plant and animal products that you plan to bring into Canada.
- ✓ Check for “Hitchhikers”, such as Zebra and Quagga mussels, snails, insects and other potential invasive alien species that can attach or cling to items such as boats, trailers, vehicles, plants, packaging and equipment.
- ✓ Be sure to complete the areas of your Customs Declaration Card regarding farm visits, and avoid contact with farmed animals, zoo animals or wildlife for 14 days after you arrive in Canada if you were exposed to similar animals in other countries.
- ✓ Be sure to clean all soil and organic debris off of any items including hiking boots, vehicles, boats and gardening and construction tools/equipment.

Important Notices

For updates to import requirements: <http://www.inspection.gc.ca/animals/aquatic-animals/imports/automated-import-reference-system/eng/1345773027534/1345773407099>

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>, but excludes

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/what-can-i-bring-into-canada-eng/1389648337546/1389648516990> (the latter site will need to be slightly amended) ... A lot of repetition in the different parts of the page.

Page 2: Be aware and declare (NEW PAGE)

Declaring is the Law

Be aware . . . Declare everything.

You are required by law to declare all food, plant and animal products you bring with you into Canada. For instance, you must declare:

- Live animals and animal products, such as cooked or raw meats, hides, skins, trophies, milk, fat, butter, cheese, eggs, fish, seafood.
- Plant products, such as fruits, vegetables, seeds, nuts, trees, houseplants, wood (and wood products such as furniture, carvings, bark), roots, vines, herbs, flowers, insects, bulbs, soil.

Failure to declare any of these products or to provide required permits/certificates can lead to:

- Confiscation of your products;
- A penalty up to \$1300; or
- Prosecution

Inadmissible goods may be confiscated and disposed of, or ordered removed from Canada. Travellers may also be held responsible for any costs related to the disposal, quarantine, treatment or removal of these items from Canada.

Common mistakes

Many travellers fail to declare items such as:

- processed or canned foods;
- homemade food;
- handmade crafts, such as wooden items;
- cooked or cured meats;
- soil;
- plants used for homeopathic or medicinal purposes;
- milk products, such as butter, yogurt, kefir; and
- fruits and vegetables.

These travellers may not realize the hazards of food, plant and animal products, which can be or carry invasive species and diseases. However, the risks to Canada's food supply, economy, environment and human health are very real.

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>

Page 3: Inspections and Fees

If you intend to bring animals (including pets) or plants into Canada, you should be aware that fees apply to some inspection and quarantine services provided by the Canada Border Services Agency (CBSA) and/or the Canadian Food Inspection Agency (CFIA).

Why fees?

Travellers and commercial importers who use inspection and quarantine services to bring animals or plants into Canada must pay a portion of the cost for the CBSA or the CFIA to provide these services.

Why is inspection necessary?

Animals and plants coming into Canada are monitored and inspected to prevent the introduction of diseases and pests that could pose a risk to the country's health, wildlife, pets, livestock, crops, forests, lakes, rivers and oceans. Sometimes, imported animals and plants must be quarantined in order to verify that they are free of harmful diseases and pests. Inspections are also necessary to ensure compliance with Canada's wildlife trade laws.

Fees

The goods and services tax and other applicable taxes may be charged on inspection services. The fees and taxes cannot be claimed under a traveller's personal exemption.

Note that these fees are subject to change.

For more information, consult the complete list of [inspection types and associated fees](#).

Page 4: Penalties and Fines

The Canada Border Services Agency (CBSA) uses an administrative monetary penalty system to issue Warnings or Agriculture and Agri-Food Administrative Monetary Penalties (AAAMPs) to travellers for violating the Canadian Food Inspection Agency's Agri-Food legislation (including the *Health of Animals*

Act and Plant Protection Act). These enforcement tools are designed to deter non-compliance and help ensure that travellers meet all import requirements for importing food, plant and animal goods into Canada.

When you are issued a Warning or a Penalty under the AAAMP system, you will receive a Notice of Violation (NOV), form CBSA134, from the CBSA describing the infraction and the penalty incurred. Violations are classified as **minor**, **serious** or **very serious** and carry the following range of penalties for travellers:

- Minor violation: \$500 per violation
- Serious violation: \$800 per violation
- Very serious violation: \$1,300 per violation

The limits above apply to each violation, and multiple violations can result in a total amount that exceeds these limits.

For more information on the classification of violations, see the [Agriculture and Agri-Food Administrative Monetary Penalties Regulations](#).

What Are Your Options upon Receipt of a Notice of Violation with *Warning*?

If you receive a Notice of Violation with Warning, you may choose to do one of the following:

1. **Accept the warning.** No response is necessary. By accepting the warning, you admit to the violation and **waive your right to appeal**.
2. **Request a Ministerial review.** Submit a written request for a review by the Minister of the facts of the violation **within 30 days** of the date on the Notice of Violation.
3. **Request a Tribunal review.** Submit a written request for a review by the Canada Agricultural Review Tribunal of the facts of the violation **within 30 days** of the date on the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

What Are Your Options upon Receipt of a Notice of Violation with *Penalty*?

If you receive a Notice of Violation with Penalty, you may choose to do one of the following:

1. **Make a payment within 15 days.** If you pay within 15 calendar days, the penalty is reduced by 50% of the amount. By paying the penalty ([LINK TO MAKING A PAYMENT](#)), you admit to the violation and **waive your right to appeal**.
2. **Make a payment after 15 days.** If you make a payment after 15 calendar days, the full penalty amount applies. By paying the penalty ([LINK TO MAKING A PAYMENT](#)), you admit to the violation and **waive your right to appeal**.

3. **Request a Ministerial review.** Submit a written request for a review by the Minister of the facts of the violation **within 30 days** of the date in the Notice of Violation.
4. **Request a Tribunal review:** Submit a written request for a review by the Canada Agricultural Review Tribunal of the facts of the violation **within 30 days** of the date in the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

Making a payment

You can make payment by submitting your Notice of Violation, with the payment in Canadian funds, to:

Canada Border Services Agency
Financial Transactions Processing Centre
400 Place Youville, 2nd Floor
Montréal, QC H2Y 2C2

All payments are to be made payable to the **Receiver General for Canada**. Payments can be made in the form of a certified cheque, money order, or bank draft.

Page 5: Appeals (links to Recourse's Appeals web page)

Refer to location: <http://www.cbsa-asfc.gc.ca/recourse-recours/howto-commentfaire-4-eng.html>

UPDATED CONTENT FOR RECOURSE WEBPAGE:

How to file a request for review of a penalty or warning under the Agriculture and Agri-Food Administrative Monetary Penalties Act

Who may request a review?

The person who is the violator identified in the **Notice of Violation** (NOV), or a representative on their behalf, may request a review to the Minister of Public Safety and Emergency Preparedness (the Minister) or the Canada Agricultural Review Tribunal (the Tribunal).

*** You cannot appeal a monetary penalty that has already been paid.** Please refer Penalties and Fines to see your payment options if you do not wish to appeal.

Review by Minister of a Notice of Violation

If you wish to contest a NOV, you can submit a written request for a review by the Minister.

Within 30 calendar days of the date stated on the NOV or date of service of the NOV, you may request a review by submitting a request to the Canada Border Services Agency in one of the following ways:

File an E-Appeal

You can request a review of a CBSA decision [online](#).

Send your request by mail or fax to:

Recourse Directorate
Canada Border Services Agency
333 North River Rd, Tower A, 11th Floor
Ottawa, ON K1A 0L8
Facsimile: 343-291-7239

Your request for review should include all of the reasons why you believe the violation was not committed or why the penalty amount is incorrect.

The review by the Minister is conducted by an impartial official within the CBSA's Recourse Directorate. The review will consider whether the person cited in the NOV committed a violation and, where a monetary penalty was imposed, whether the penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*. All evidence must be provided to the Recourse official in writing. It is important to note that the penalty amounts are fixed by the *Regulations* and cannot be reduced or substituted for a warning for any reason relating to humanitarian or financial situations.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further appeal options. It is important to remember that, once a decision has been made by the CBSA, neither the Minister of Public Safety and Emergency Preparedness nor CBSA officials have the authority to act further in the matter.

Review by Tribunal of a Minister's Decision

If you are not satisfied with a decision after a review by the Minister, you may request a further review of the decision by the Canada Agricultural Review Tribunal (Tribunal) **within 15 calendar days** of being served the Minister's decision. The Tribunal, in this case, will conduct a review of the Minister's decision.

The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

For more information on how to appeal a Minister's decision to the Tribunal, please visit the Tribunal's [website](#).

Review by Tribunal of a Notice of Violation

If you wish to contest a NOV, you may forego the ministerial review and submit a written request for a review directly to the [Tribunal](#). The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

Similar to the Ministerial review, the review by the Tribunal will consider whether the person cited in the NOV committed a violation and, where a penalty was imposed, whether the monetary penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*.

If you choose this appeal option, you must submit a request for review to the Tribunal **within 30 calendar days** of the date stated on the NOV or date of service of the NOV.

For more information on how to appeal a NOV to the Tribunal, please visit the [Tribunal's](#) website.

Page 6: Commercial Shipments

Commercial Imports

Commercial importations of food, plant and animal products are subject to the same reporting, accounting and release procedures as importations of any other commodities. However, they are often subject to specific import requirements, such as permits, licences and supporting documents, because of the risks of bringing diseases, pests and invasive species into Canada and the threats to global biodiversity from the trade of endangered species.

As an importer, it is your responsibility to know the specific import requirements for the product you are bringing into Canada, which includes any materials used for transporting or packaging the product (e.g. dunnage or wood packaging materials such as wooden pallets and wooden crates). In many cases, this includes requirements under more than one Canadian act and/or regulation.

You must ensure that your shipment meets all applicable import requirements when it arrives at the Canadian border.

All commercial Importers are recommended to visit the CBSA's for [Step-by-Step Guide to Importing Commercial Goods into Canada](#).

Related information:

- [Food imports](#)
- [Animal imports](#)
- [Plant and plant product imports](#)

Commercial Exports

All goods subject to the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) and Environment and Climate Change Canada's wildlife export requirements must be presented with the proper permits/certificates to the CBSA before the goods can be lawfully exported from Canada. When reviewing documents related to shipments for export, border services officers will inspect the goods and documents for compliance with CITES.

Refer to D19-7-1: Interpretation of the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPIITA) and the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) for information on the requirements for exporting CITES and wildlife goods from Canada.

Commercial contact information

For more information, consult the following resources:

CFIA Import Service Centre

In Canada and the United States call toll-free:

1-800-835-4486

Local calls and all other countries:

1-289-247-4099

Environment and Climate Change Canada

Endangered species/ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) requirements

1-800-668-6767

<http://www.ec.gc.ca/cites>

For updates to import requirements: <http://www.inspection.gc.ca/animals/aquatic-animals/imports/automated-import-reference-system/eng/1345773027534/1345773407099>

Page 7: Hot Topics

Importing or Travelling with Pets

Under the National Animal Health Program, the Canadian Food Inspection Agency (CFIA) establishes import requirements for all animals and animal products entering Canada- including domestic pets.

These requirements apply to:

- animals entering Canada permanently;
- animals in transit through Canada on their way to a final destination; and
- animals entering Canada for a temporary visit.

IMPORTANT! The CBSA can refuse entry to animals presented for importation. The Agency may also confiscate any undeclared animals, including family pets, so please make sure to declare all animals upon entry into Canada and possess any required permits/certificates for their entry. Failure to do so may also result in a penalty (NOTE: [link to penalties and fines page](#)). The CBSA may also detain animals suspected of being sick or infected with a pest or disease. It is always a good idea to check the health of your pet before any long trip to make sure it is fit to travel.

Import and Travel Requirements by the Canadian Food Inspection Agency

If the animal you wish to import is not listed as an animal commonly brought into Canada on the Canadian Food Inspection Agency's (CFIA) [website](#), please refer to the CFIA's [Automated Import Reference System \(AIRS\)](#), which provides information on import requirements for all regulated commodities.

If a veterinary inspection is required, travellers must contact the CFIA Animal Health Office closest to the port of entry they intend to arrive at before travelling to Canada, to arrange for a veterinary inspection appointment. The results from the CFIA inspection must be made available to the CBSA before the animals can be released into Canada.

Pets such as parrots, finches, songbirds, turtles, snakes and other reptiles, and small wild cats, such as hybrid Savannah cats, are frequently subject to the [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#) controls. Travellers are responsible for determining if their pet is subject to CITES controls and ensuring that they possess the appropriate CITES permits/certificates for importing them into Canada.

Tips for traveling with your pet

- [Can I Come Too? Protecting pets when they travel](#)

REPLACES OR AMENDS: <http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>

Wood Packaging Material

Wood packaging material (WPM) import requirements are strict guidelines put in place to protect Canadian forestry from non-native pests found in WPM. Invasive pests can result in economic losses — stemming from eradication and control costs in the millions of dollars, loss of export markets, and loss

of Canadian industry and tourism jobs and dollars — as well as irreversible damage of forests and forest ecosystems.

What is wood packaging Material?

The definition of "wood packaging material" is any piece of **non-manufactured wood used to brace, support, protect or secure a consignment or cargo**. Wood packaging materials include, but are not limited to dunnage, crating, wood boxes, load boards, pallets, wooden wire drums and skids.

Wood packaging products constructed entirely (100%) from manufactured parts: plywood, plastics, cardboard, fibre board and oriented strand board are exempt from Canada's import requirements.

What goods must comply with the import requirements?

In Canada, all non-manufactured WPM used in international trade must be compliant with ISPM 15. It is prohibited to import or move untreated, non-manufactured WPM into or through Canada, unless it originates from the continental U.S.

The entry requirements for wood packaging from all areas except the continental United States are specified in D-98-08: Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States.

Importers should be aware that undeclared or non-compliant wood packaging may be refused entry into Canada and/or be subject to a penalty.

What happens to non-compliant shipments?

Both the shipment and the WPM will be ordered removed from Canada. Under certain conditions, and at the discretion of the CBSA, shipments containing non-compliant WPM may either: (a) be deconsolidated or (b) have the non-compliant WPM separated from the associated cargo and replaced with compliant WPM. Deconsolidation or separation is never an option when there are live wood-boring pests or signs of live wood-boring pests.

If there is evidence of living pests, the WPM will be ordered treated prior to being ordered removed to limit the risk of pest escape. Even if it has been treated, the shipment must be removed from Canada. The importer, or the person in possession or care and control of the shipment, is responsible for all costs associated with the removal (including treatment, if required) of non-compliant WPM.

Need more information?

For more information on importing wood packaging material, please visit the Canadian Food Inspection Agency (CFIA)'s Wood Packaging – Questions and Answers.

For more information on CFIA's other policies relating to the import and export of Canadian forestry products, you may also visit:

<http://www.inspection.gc.ca/plants/forestry/eng/1299166186965/1299166280737>.

Other related references:

- [Implementation of ISPM 15 for Wood Packaging Moving Between Canada and the United States](#)
- [Wood Packaging Mark as Defined by the IPPC PDF \(505 kb\)](#)
- [Lists of Facilities Approved by Foreign National Plant Protection Organizations and recognized by the CFIA under D-98-08](#)

REPLACES OR AMENDS: <http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

Goods Potentially Contaminated with Soil

Soil is a high risk pathway for foreign pests and diseases that can harm Canadian's economy, environment and natural resources.

All goods found to be contaminated with soil are inadmissible and will be refused entry or ordered removed from Canada.

All motor vehicles entering Canada are subject to inspection to ensure they are clean and free of pest and or soil. Inspections are subject to fees. If the motor vehicle is not adequately cleaned, there will be an additional cost to the importer to obtain the service of a professional motor vehicle cleaning firm.

For more information, consult the following resources:

- [D-95-26: Phytosanitary requirements for soil and soil-related matter and for items contaminated with soil and soil-related matter](#)
- [PI-016: Procedures for inspecting regulated articles for freedom from soil, plants, plant parts and related matter](#)
- [TAHD-DSAT-IE-2010-17-1: Import of used equipment and things from designated countries, \(that is, not free of disease such as foot-and-mouth disease\)](#)

Additional Resources (add in sidebar)

Guides and tools

- [Automated Import Reference System \(AIRS\)](#)
- [CITES Species list](#)
- [Step-by-Step Guide to Importing Commercial Goods into Canada](#)
- [Guide to Importing Food Products Commercially](#)

Publications

- [D19-1-1: Foods, Plants, Animals and Related Products](#)
- [D19-7-1: Interpretation of the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* \(WAPPRIITA\) and the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* \(CITES\)](#)
- [D19-8-5: *Import Prohibitions and Requirements for Commercial Importers of Aquatic Species and for Travellers Under the Aquatic Invasive Species Regulations*](#)
- [D19-10-2: *Export and Import Permits Act \(Importations\)*](#)
- [*CFIA Import Policies - General*](#)
- [D-95-26: Phytosanitary requirements for soil and soil-related matter and for items contaminated with soil and soil-related matter](#)
- [PI-016: Procedures for inspecting regulated articles for freedom from soil, plants, plant parts and related matter](#)
- [TAHD-DSAT-IE-2010-17-1: Import of used equipment and things from designated countries, \(that is, not free of disease such as foot-and-mouth disease\)](#)

Legislative

- [*Agriculture and Agri-Food Administrative Monetary Penalties Act*](#)
- [*Agriculture and Agri-Food Administrative Monetary Penalties Regulations*](#)
- [*CFIA Fees Notice*](#)
- [*Customs Act*](#)
- [*Health of Animals Act*](#)
- [*Health of Animals Regulations*](#)
- [*Plant Protection Act*](#)
- [*Plant Protection Regulations*](#)
- [*Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act \(WAPPRIITA\)*](#)
- [*Wild Animal and Plant Trade Regulations \(WAPTR\)*](#)

Other Links

- [Canada Agricultural Review Tribunal \(CART\)](#)
- [Canadian Food Inspection Agency \(CFIA\)](#)
- [Environment and Climate Change Canada – CITES](#)
- [Environment and Climate Change Canada – WAPPRIITA](#)
- [Fisheries and Oceans Canada](#)

CONTENU SUR LES ALIMENTS, VÉGÉTAUX ET ANIMAUX POUR LE SITE WEB DE L'ASFC

Page 1 : Quels aliments, végétaux et animaux puis-je rapporter au Canada?

<http://www.cbsa-asfc.gc.ca/fpa-apa/menu-fra.html>

Saviez-vous qu'un seul morceau de fruit ou de viande que vous rapportez au Canada peut nuire à nos écosystèmes? L'entrée de certains produits alimentaires, végétaux et animaux est restreinte ou interdite parce qu'ils peuvent être porteurs d'organismes nuisibles et de maladies provenant d'animaux ou de végétaux étrangers. Ces organismes nuisibles et maladies peuvent causer des torts irréparables aux cultures, au bétail et à l'environnement au Canada, et peut menacer l'économie canadienne.

Plusieurs marchandises agroalimentaires peuvent présenter une menace pour le Canada. En voici des exemples :

- les aliments, comme la viande crue ou cuite, les fruits et légumes, le lait;
- les produits maison, comme les articles faits à partir de plantes ou de bois;
- les plantes d'intérieur;
- les animaux vivants, y compris les animaux de compagnie;
- le bois de chauffage;
- les boutures et les graines; et
- les bottes de randonnée boueuses.

Pour obtenir une liste des produits alimentaires, animaux et végétaux fréquemment importés ainsi que les lignes directrices liées à leur importation des États-Unis, veuillez consulter le guide de l'Agence canadienne d'inspection des aliments : [Quels aliments, végétaux, animaux et produits connexes puis-je rapporter au Canada?](#)

Avant de voyager, informez-vous au sujet des produits que vous pouvez rapporter au Canada

Avant de voyager au Canada, assurez-vous de connaître les **exigences** relatives aux produits alimentaires, végétaux et animaux que vous avez l'intention de rapporter au Canada. Pour ce faire, vous pouvez utiliser le [Système automatisé de référence à l'importation \(SARI\)](#) de l'Agence canadienne d'inspection des aliments (ACIA).

Les restrictions relatives aux articles que vous pouvez rapporter au Canada varient selon le produit, le pays d'origine et la province d'entrée au Canada. Ces restrictions servent à contribuer à la santé et à la protection des animaux, des végétaux et des habitats naturels du Canada. Comme la situation relative aux maladies et aux organismes nuisibles évolue sans cesse, les restrictions sont en tout temps

sujettes à modification. Faites vos recherches chaque fois que vous voyagez!

Pour obtenir de l'aide afin de connaître ou d'interpréter les exigences énoncées dans le [SARI](#), communiquez avec le [Centre de service national à l'importation](#) de l'ACIA. Le site Web de l'[Agence canadienne d'inspection des aliments](#) présente aussi des lignes directrices générales sur les articles que vous pouvez rapporter au Canada.

Un grand nombre de marchandises sont visées par la Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction (CITES), et d'autres marchandises, même s'ils ne sont pas énumérées sur la Liste de contrôle de la CITES, peuvent être interdites à l'exportation par divers pays. Vous pouvez retrouver des renseignements supplémentaires sur les exigences de la CITES ainsi qu'une liste énumérant toutes les espèces protégées par la CITES, dans laquelle on peut effectuer des recherches, sur le site Web d'[Environnement et Changement climatique Canada](#).

L'ACIA et Affaires mondiales Canada (AMC) ont aussi fixé des limites quant à la quantité ou à la valeur en dollars de certains produits alimentaires que vous pouvez rapporter au Canada en franchise de droits de douane ou que vous pouvez inclure dans votre exemption personnelle. Veuillez visiter le site Web d'AMC pour obtenir une liste complète des [contingents tarifaires](#) relatifs aux produits agricoles et des [contrôles à l'exportation et l'importation](#).

Pêches et Océans Canada interdit également l'importation de certaines espèces aquatiques envahissantes. Pour obtenir une liste de ces espèces, veuillez consulter l'annexe du [Règlement sur les espèces aquatiques envahissantes](#). Il importe de mentionner que ces interdictions s'appliquent que le voyageur sache ou non qu'il transporte des espèces aquatiques envahissantes inscrites dans la liste. Si une telle espèce est découverte, l'espèce et l'équipement sur lequel elle a été trouvée pourraient être saisis et retenus, ou on pourrait exiger leur nettoyage.

Le [Service d'information sur la frontière](#) de l'ASFC constitue une autre source d'information sur les importations.

Si vous **importez des aliments à des fins commerciales**, veuillez consulter la page sur les [importations commerciales](#).

Conseils aux voyageurs

- ✓ [Déclarez](#) toujours vos produits alimentaires, végétaux et animaux à l'ASFC lorsque vous entrez au Canada, que les produits soient réglementés ou non. Si vous avez des doutes quant à un produit, demandez à un agent des services frontaliers de vous aider!
- ✓ Vérifiez les [exigences d'importation](#) pour tous les produits alimentaires, végétaux et animaux que vous comptez rapporter au Canada.

- ✓ Vérifiez la présence de « passagers clandestins », comme les moules zébrées et quagga, les escargots, les insectes et d'autres espèces exotiques envahissantes potentielles qui peuvent s'attacher ou s'accrocher aux objets, notamment les bateaux, les remorques, les véhicules, les végétaux, les emballages et l'équipement.
- ✓ Assurez-vous de remplir les sections de votre carte de déclaration douanière qui concernent les visites d'exploitations agricoles et d'éviter tout contact avec des animaux d'élevage, de zoos ou sauvages dans les 14 jours suivant votre arrivée au Canada si vous avez été en présence d'animaux semblables dans d'autres pays.
- ✓ Assurez-vous d'enlever toute la terre et tous les déchets organiques des articles, notamment les bottes de randonnée, les véhicules, les bateaux et les outils et l'équipement de jardinage et de construction.

Avis importants

Pour une mise à jour sur les exigences d'importation : <http://www.inspection.gc.ca/animaux/animaux-aquatiques/importation/systeme-automatise-de-reference-a-l-importation/fra/1345773027534/1345773407099>

Page 2 : Faites attention et déclarez tout (NOUVELLE PAGE)

Tout déclarer, c'est la loi

Faites attention... et déclarez tout.

Selon la loi, vous devez déclarer tous les produits alimentaires, végétaux et animaux que vous rapportez au Canada. Par exemple, vous devez déclarer :

- les animaux vivants et les produits animaux, comme la viande cuite ou crue, les cuirs, les peaux, les trophées, le lait, le gras, le beurre, le fromage, les œufs, le poisson, les fruits de mer; et
- les produits végétaux, comme les fruits, les légumes, les graines, les noix, les arbres, les plantes d'intérieur, le bois (et les produits du bois, comme des meubles, des gravures, de l'écorce), les racines, les vignes, les fines herbes, les fleurs, les insectes, les bulbes, la terre.

Le fait de ne pas déclarer ces produits ou de ne pas fournir les permis/certificats requis peut entraîner :

- une confiscation de vos produits; et
- une sanction pouvant aller jusqu'à 1 300 \$; ou
- une poursuite judiciaire.

Les marchandises non admissibles peuvent être confisquées et éliminées, ou peut être renvoyés du Canada. Les voyageurs peuvent également être tenus responsables des coûts liés à l'élimination, à la mise en quarantaine, au traitement de ces articles ou à leur renvoi du Canada.

Erreurs courantes

Les voyageurs omettent souvent de déclarer les articles suivants :

- aliments transformés ou en conserve;
- aliments faits maison;
- objets d'artisanat, notamment ceux en bois;
- viande cuite ou saumurée;
- terre;
- plantes servant à des fins homéopathiques ou médicinales;
- produits laitiers, comme le beurre, le yogourt, le kéfir; et
- fruits et légumes.

Les voyageurs ne se rendent peut-être pas compte des risques associés aux produits alimentaires, végétaux et animaux, qui peuvent être porteurs d'espèces envahissantes ou de maladies ou être un organisme nuisible – mais les risques pour l'approvisionnement alimentaire, l'économie, l'environnement et la santé humaine au Canada sont très réels.

REPLACE : <http://www.inspection.gc.ca/aliments/information-pour-les-consommateurs/renseignements-sur-les-voyages/declarer-c-est-la-loi/fra/1389635905311/1389636143946>

Page 3 : Inspections et droits

<http://www.cbsa-asfc.gc.ca/fpa-apa/fees-droits-fra.html>

Si vous avez l'intention de rapporter des animaux (y compris des animaux de compagnie) ou des végétaux au Canada, vous devriez savoir que des droits sont exigibles pour certains services d'inspection et de quarantaine offerts par l'Agence des services frontaliers du Canada (ASFC) ou l'Agence canadienne d'inspection des aliments (ACIA).

Pourquoi impose-t-on des droits?

Les voyageurs et importateurs commerciaux qui utilisent des services d'inspection et de quarantaine pour rapporter des animaux ou des végétaux au Canada doivent payer une partie des coûts engagés par l'ASFC ou l'ACIA pour offrir ces services.

Pourquoi l'inspection est-elle nécessaire?

On effectue le contrôle et l'inspection des animaux et des végétaux qui entrent au pays afin de prévenir l'introduction de maladies et d'organismes nuisibles qui peuvent menacer la santé, la faune, les animaux de compagnie, le bétail, les cultures, les forêts, les lacs, les rivières et les océans. Parfois, on doit mettre les animaux et les végétaux importés en quarantaine pour s'assurer qu'ils sont exempts de maladies et d'organismes nuisibles. Les inspections sont aussi nécessaires afin d'assurer la conformité avec les lois canadiennes relatives au commerce des espèces sauvages.

Droits

La taxe sur les produits et services et les autres taxes applicables peuvent être imposées sur les services d'inspection. Les droits et taxes ne peuvent pas être inclus dans l'exemption personnelle d'un voyageur.

Veuillez noter que ces droits peuvent changer.

Pour obtenir davantage d'information, consultez la liste complète [des types d'inspection et des droits connexes](#).

Page 4 : Sanctions et amendes

<http://www.cbsa-asfc.gc.ca/fpa-apa/penalties-sanctions-fra.html>

L'Agence des services frontaliers du Canada (ASFC) utilise un régime de sanctions administratives pécuniaires pour donner des avertissements ou imposer des sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire (SAPAA) aux voyageurs qui violent les lois dans le domaine agroalimentaire de l'Agence canadienne d'inspection des aliments (y compris la [Loi sur la santé des animaux](#) et la [Loi sur la protection des végétaux](#)). Ces outils d'application de la loi visent à décourager la non-conformité et à veiller à ce que les voyageurs respectent toutes les exigences relatives à l'importation de produits alimentaires, végétaux et animaux au Canada.

Lorsque vous recevez un avertissement ou une sanction dans le cadre du régime de SAPAA, vous recevrez aussi un avis de violation (AV), soit le formulaire ASFC134, de l'ASFC qui décrit l'infraction et la sanction imposée. Les violations sont désignées comme **mineures**, **graves** ou **très graves** et s'accompagnent des sanctions suivantes pour les voyageurs :

- Violation mineure : 500 \$ par violation
- Violation grave : 800 \$ par violation
- Violation très grave : 1 300 \$ par violation

Les limites présentées ci-dessus s'appliquent à chaque violation, et de multiples violations peuvent entraîner un montant excédant ces limites.

Pour obtenir davantage de renseignements sur la classification des violations, consultez le Règlement sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire.

Quelles sont les options qui s'offrent à vous lorsque vous recevez un avis de violation comportant un *avertissement*?

Si vous recevez un avis de violation comportant un avertissement, vous pouvez choisir l'une des options suivantes :

1. **Accepter l'avertissement.** Aucune réponse n'est requise. En acceptant l'avertissement, vous admettez avoir commis la violation et **renoncez à votre droit d'appel**.
2. **Demander un examen par le ministre.** Dans les 30 jours suivant la date de l'avis de violation, présentez une demande écrite en vue d'un examen par le ministre des faits entourant la violation.
3. **Demander un examen par la Commission.** Dans les 30 jours suivant la date de l'avis de violation, présentez une demande écrite en vue d'un examen par la Commission de révision agricole du Canada des faits entourant la violation.

Remarque : Aucune prorogation de ces périodes ne peut être accordée.

Quelles sont les options qui s'offrent à vous lorsque vous recevez un avis de violation comportant une *sanction*?

Si vous recevez un avis de violation comportant une sanction, vous pouvez choisir l'une des options suivantes :

1. **Faire un paiement dans les 15 jours.** Si vous faites un paiement dans les 15 jours civils, le montant sera réduit de 50 %. En payant la sanction (LIEN VERS « FAIRE UN PAIEMENT »), vous admettez avoir commis la violation et **renoncez à votre droit d'appel**.
2. **Faire un paiement après 15 jours.** Si vous faites un paiement après 15 jours civils, le montant entier s'applique. En payant la sanction (LIEN VERS « FAIRE UN PAIEMENT »), vous admettez avoir commis la violation et **renoncez à votre droit d'appel**.
3. **Demander un examen par le ministre.** Dans les 30 jours suivant la date de l'avis de violation, présentez une demande écrite en vue d'un examen par le ministre des faits entourant la violation.
4. **Demander un examen par la Commission.** Dans les 30 jours suivant la date de l'avis de violation, présentez une demande écrite en vue d'un examen par la Commission de révision agricole du Canada des faits entourant la violation.

Remarque : Aucune prorogation de ces périodes ne peut être accordée.

Faire un paiement

Vous pouvez faire un paiement en envoyant votre avis de violation et le montant dû en dollars canadiens à l'adresse suivante :

Agence des services frontaliers du Canada
Centre des opérations financières
400, place d'Youville, 2^e étage
Montréal (Québec) H2Y 2C2

Veuillez noter que les paiements doivent être faits à l'ordre du **Receveur général du Canada**. Vous devez effectuer votre paiement au moyen d'un chèque certifié, d'une traite bancaire ou d'un mandat.

Page 5 : Appels (lien vers la page Web Recours/Appels)

Voir : <http://www.cbsa-asfc.gc.ca/recourse-recours/howto-commentfaire-4-fra.html>

CONTENU MIS À JOUR POUR LA PAGE WEB SUR LES RECOURS

Comment faire examiner une sanction ou un avertissement sous le régime de la *Loi sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire*

Qui peut demander un examen?

Le contrevenant nommé dans l'**avis de violation** (AV), ou son représentant, peuvent demander un examen par le ministre de la Sécurité publique et de la Protection civile (le ministre) ou la Commission de révision agricole du Canada (la Commission).

*** Vous ne pouvez pas interjeter appel d'une sanction monétaire qui a déjà été payée.** Veuillez voir la page Sanctions et amendes pour connaître vos options de paiement si vous décidez de ne pas interjeter appel.

Examen d'un avis de violation par le ministre

Si vous voulez contester un AV, vous pouvez présenter une demande écrite en vue d'un examen par le ministre.

Dans les 30 jours civils suivant la date énoncée dans l'AV ou la date de signification de l'AV, vous pouvez demander un examen en présentant une demande à l'Agence des services frontaliers du Canada de l'une des façons suivantes :

Déposer un appel par voie électronique

Vous pouvez demander un examen de la décision de l'ASFC en ligne.

Envoyer votre demande par courrier ou par télécopieur

Direction des recours
Agence des services frontaliers du Canada
333, chemin North River, tour A, 11^e étage
Ottawa (Ontario) K1A 0L8
Télécopieur : 343-291-7239

Votre demande d'examen devrait comprendre toutes les raisons pour lesquelles vous croyez que la violation n'a pas été commise ou que le montant de la sanction est incorrect.

L'examen par le ministre est mené par un représentant impartial de la Direction des recours de l'ASFC. L'examen permettra de déterminer si la personne en question a commis une violation et, dans les cas où une sanction monétaire a été imposée, si la sanction a été évaluée et établie conformément au *Règlement sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire*.

Tous les éléments de preuve seront remis au représentant des Recours par écrit. Il importe de souligner que les montants des sanctions sont établis par le *Règlement* et ne peuvent être réduits ou remplacés par un avertissement pour quelque raison que ce soit reliée aux circonstances humanitaires ou financières.

Une fois la décision rendue, vous recevrez une lettre qui confirmera ou annulera la violation, expliquant les motifs de la décision et, lorsqu'il y a lieu, toute autre option d'appel à votre disposition. Il importe de rappeler qu'une fois qu'une décision a été prise par l'ASFC, ni le ministre de la Sécurité publique et de la Protection civile ni les représentants de l'ASFC n'ont le pouvoir de prendre d'autres mesures dans le dossier.

Examen d'une décision du ministre par la Commission

Si la décision rendue après un examen par le ministre ne vous satisfait pas, vous pouvez demander un examen de la décision par la Commission de révision agricole du Canada (Commission) **dans les 15 jours civils** suivant la signification de la décision du ministre. La Commission mènera un examen de la décision du ministre.

La Commission est un organisme quasi judiciaire indépendant nommé par le gouverneur en conseil pour entendre les appels interjetés contre des avertissements ou des sanctions pécuniaires administratives reçus en vertu de la *Loi sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire*.

Pour obtenir des renseignements supplémentaires sur la façon d'interjeter un appel d'une décision du ministre à la Commission, veuillez visiter le [site Web](#) de la Commission.

Examen d'un avis de violation par la Commission

Si vous voulez contester un avis de violation (AV), vous pouvez renoncer à l'examen par le ministre et présenter une demande écrite directement à la [Commission](#). La Commission est un organisme quasi judiciaire indépendant nommé par le gouverneur en conseil pour entendre les appels interjetés contre des avertissements ou des sanctions pécuniaires administratives reçus en vertu de la *Loi sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire*.

Comme dans le cadre de l'examen par le ministre, la Commission déterminera si la personne en question nommée dans l'AV a commis une violation et, dans les cas où une sanction monétaire a été imposée, si la sanction a été évaluée et établie conformément au *Règlement sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire*.

Si vous choisissez cette option d'appel, vous devez soumettre une demande d'examen à la Commission **dans les 30 jours civils** suivant la date énoncée dans l'AV ou la date de signification de l'AV.

Pour obtenir des renseignements supplémentaires sur la façon d'interjeter un appel d'un AV à la Commission, veuillez visiter le [site Web](#) de la Commission.

Page 6 : Expéditions commerciales

<http://www.cbsa-asfc.gc.ca/fpa-apa/commerc-fra.html>

Importations commerciales

Les importations commerciales d'aliments, de végétaux et d'animaux sont assujetties aux mêmes procédures de déclaration en détail et de mainlevée que les autres marchandises. Toutefois, ces marchandises doivent souvent répondre à des exigences d'importation particulières, comme des permis, des licences et des documents à l'appui, en raison des risques liés à l'entrée de maladies, d'organismes nuisibles et d'espèces envahissantes au Canada et des menaces à la biodiversité mondiale associées au commerce des espèces en voie de disparition.

En tant qu'importateur, il vous incombe de connaître les exigences d'importation particulières pour le produit que vous rapportez au Canada, ce qui englobe tous les matériaux utilisés pour transporter ou emballer le produit (p. ex. pièces d'arrimage ou matériaux d'emballage en bois comme des palettes et des caisses de bois). Dans bien des cas, cela comprend des exigences prévues dans plusieurs lois ou règlements du Canada.

Vous devez vous assurer que votre envoi respecte toutes les exigences en matière d'importation qui s'appliquent lorsqu'il arrive à la frontière canadienne.

On recommande à tous les importateurs commerciaux de consulter le Guide, étape par étape, sur l'importation de marchandises commerciales au Canada de l'ASFC.

Information connexe

- Importations d'aliments
- Importations d'animaux
- Importation des végétaux et de produits végétaux

Exportations commerciales

Toutes les marchandises assujetties à la *Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction* (CITES) et aux exigences d'exportation d'animaux de la faune d'Environnement et Changement climatique Canada doivent être présentées à l'ASFC accompagnées des permis ou certificats pertinents avant qu'elles puissent être légalement exportées du Canada. Lorsqu'ils examinent les documents ayant trait à des expéditions destinées à l'exportation, les agents des services frontaliers doivent inspecter les marchandises et les documents pour vérifier la conformité avec la CITES.

Consultez le Mémoire D19-7-1 : *Interprétation de la Loi sur la protection d'espèces animales ou végétales sauvages et la réglementation de leur commerce international et interprovincial* (WAPPRIITA) et de la *Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction* (CITES) pour obtenir de l'information sur les exigences d'exportation de marchandises visées par la CITES et d'animaux de la faune du Canada.

Coordonnées commerciales

Pour obtenir plus de renseignements, veuillez communiquer avec les ressources suivantes :

Centre de service national à l'importation de l'ACIA

Au Canada et aux États-Unis, appelez sans frais au :

1-800-835-4486

Appels locaux et autres pays :

1-289-247-4099

Environnement et Changement climatique Canada

Exigences relatives aux espèces menacées d'extinction/à la *Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction* (CITES)

1-800-668-6767

<http://www.ec.gc.ca/cites>

Pour une mise à jour sur les exigences d'importation du Système automatisé de référence à l'importation, consultez le site Web de l'ACIA : <http://www.inspection.gc.ca/animaux/animaux-aquatiques/importation/systeme-automatise-de-reference-a-l-importation/fra/1345773027534/1345773407099>

Page 7 : Sujets d'actualité (NOUVELLE PAGE)

Voyager avec des animaux de compagnie ou en importer

Dans le cadre du Programme national de santé des animaux, l'Agence canadienne d'inspection des aliments (ACIA) détermine les exigences d'importation de tous les animaux et produits animaux qui entrent au Canada, y compris les animaux de compagnie.

Ces exigences s'appliquent :

- aux animaux qui entrent au Canada de façon permanente;
- aux animaux en transit au Canada en route vers une destination finale;
- aux animaux qui entrent au Canada pour une visite temporaire.

IMPORTANT! L'ASFC peut refuser l'entrée aux animaux présentés pour l'importation. L'Agence peut aussi confisquer les animaux non déclarés, y compris les animaux de compagnie, alors veuillez vous assurer de déclarer tous les animaux au moment d'entrer au Canada et d'avoir en votre possession tous les permis/certificats requis pour leur entrée. Autrement, vous pourriez vous voir imposer une sanction (NOTE : lien vers la page des sanctions et des amendes). L'ASFC peut aussi retenir les animaux soupçonnés d'être malades ou porteurs d'organismes nuisibles ou de maladies. Il est toujours bon de faire vérifier l'état de santé de votre animal de compagnie avant un long voyage pour vous assurer qu'il est apte à voyager.

Exigences d'importation et de voyage de l'Agence canadienne d'inspection des aliments

Si l'animal que vous souhaitez importer ne se trouve pas dans la liste des animaux couramment importés au Canada sur le [site Web](#) de l'Agence canadienne d'inspection des aliments (ACIA), veuillez consulter le [Système automatisé de référence à l'importation \(SARI\)](#) de l'ACIA, qui contient des renseignements sur les exigences relatives à l'importation de tous les produits réglementés.

Si une inspection vétérinaire est requise, les voyageurs doivent communiquer avec le bureau de santé animale de l'ACIA le plus près du point d'entrée au Canada avant l'arrivée pour prendre un rendez-vous en vue d'une inspection vétérinaire. Les résultats de l'inspection de l'ACIA doivent être accessibles à l'ASFC avant que les animaux puissent entrer au Canada.

Les animaux de compagnie comme les perroquets, les rosélins, les oiseaux chanteurs, les tortues, les serpents et les autres reptiles et les petits félins sauvages, par exemple les chats hybrides Savannah, sont fréquemment assujettis aux contrôles prévus par la [Convention sur le commerce international des](#)

espèces de faune et de flore sauvages menacées d'extinction convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction (CITES). Les voyageurs sont responsables de déterminer si leur animal de compagnie est visé par les contrôles prévus par la CITES et de s'assurer qu'ils possèdent les permis/certificats de la CITES appropriés pour l'importation au Canada.

Conseils pour voyager avec votre animal de compagnie

- Est-ce que je peux venir aussi? Protéger les animaux de compagnie quand ils voyagent

REPLACE OU MODIFIE : <http://www.inspection.gc.ca/animaux/animaux-terrestres/importation/politiques/animaux-vivants/animaux-de-compagnie/fra/1326600389775/1326600500578>

Matériaux d'emballage en bois

Les exigences en matière d'importation des matériaux d'emballage en bois (MEB) sont des lignes directrices strictes mises en place afin de protéger les forêts canadiennes des organismes nuisibles non indigènes qui se trouvent dans les MEB. Les organismes nuisibles envahissants peuvent mener à des pertes économiques – découlant des frais d'éradication et de contrôle dans les millions de dollars, des pertes de marchés d'exportation et des pertes d'emplois et de revenus dans le domaine du tourisme et de l'industrie du Canada – ainsi qu'à des dommages irréversibles sur les forêts et les écosystèmes forestiers du Canada.

Qu'est-ce qu'un matériau d'emballage en bois?

L'expression « matériau d'emballage en bois » désigne toute pièce de **bois non manufacturé utilisée pour assujettir, soutenir, protéger ou transporter des marchandises** et comprenant, entre autres, les pièces d'arrimage, les palettes, les caisses, les cales et intercalaires, les fûts, les bobines et les patins de glissement.

Les produits d'emballage en bois composé entièrement (100 %) de produits à base de bois fabriqué, comme le contreplaqué, les panneaux de particules, les panneaux de copeaux orientés, le bois de placage et la fibre de bois, sont exemptés des exigences en matière d'importation du Canada.

Quels matériaux doivent être conformes aux exigences d'importation?

Au Canada, tous les MEB non manufacturés utilisés dans le cadre du commerce international doivent être conformes à la NIMP n° 15. Il est interdit d'importer ou de déplacer en transit au Canada des MEB non manufacturés et non traités, à moins que ces matériaux ne proviennent de la zone continentale des États-Unis.

Les exigences relatives à l'entrée des matériaux d'emballage en bois en provenance de toutes les régions du monde, à l'exception de la zone continentale des États-Unis, sont précisées dans le

Mémoire D-98-08 : Exigences relatives à l'entrée au Canada des matériaux d'emballage en bois produits dans toutes les régions du monde, à l'exception de la zone continentale des États-Unis.

Les importateurs devraient savoir que l'entrée au Canada des matériaux d'emballage en bois non déclarés ou non conformes pourrait être refusée ou qu'eux-mêmes pourraient être assujettis à une sanction.

Que se passe-t-il avec les expéditions non conformes?

L'expédition et les MEB seront renvoyés du Canada. Dans certaines conditions, et à la discrétion de l'ASFC, les expéditions contenant des MEB non conformes peuvent être : (a) dégroupier ou (b) séparer de la cargaison associée et remplacer par des MEB conformes. Le dégroupement ou la séparation ne sont jamais une option quand il y a des organismes xylophages vivants ou des signes de leur présence.

Si la présence d'organismes nuisibles vivants est prouvée, on ordonnera le traitement des MEB avant leur renvoi du Canada afin de limiter le risque d'introduction des organismes nuisibles. Même si l'expédition a fait l'objet d'un traitement, elle doit être renvoyée du Canada. Il est de la responsabilité de l'importateur ou de la personne ayant la garde ou la responsabilité de l'expédition d'assumer tous les coûts associés au renvoi (y compris le traitement, le cas échéant) des MEB non conformes.

Besoin de plus d'information?

Pour obtenir plus d'information sur l'importation des matériaux d'emballage en bois, veuillez visiter la page Matériaux d'emballage en bois – Questions et Réponses de l'Agence canadienne d'inspection des aliments (ACIA).

Pour en savoir plus sur les autres politiques de l'ACIA en matière d'importation et d'exportation des produits forestiers canadiens, vous pouvez également visiter la page suivante : <http://www.inspection.gc.ca/vegetaux/forets/fra/1299166186965/1299166280737>.

Autres références connexes :

- La mise en œuvre de la NIMP n° 15 (2009) visant les matériaux d'emballage en bois circulant entre le Canada et les États-Unis
- Marque s'appliquant aux matériaux d'emballage en bois conformément à la CIPV PDF (594 ko)
- Listes des établissements approuvés par les Organisations nationales de la protection des végétaux (ONPV) et reconnus par l'ACIA sous D-98-08

REPLACE OU MODIFIE : <http://www.inspection.gc.ca/vegetaux/forets/importation/materiaux-d-emballage-en-bois/fra/1361328825468/1361328931666>

Marchandises potentiellement contaminées par de la terre

La terre constitue un risque élevé pour l'entrée de maladies et d'organismes étrangers nuisibles au Canada et peut causer des torts à l'économie, à l'environnement et aux ressources naturelles du pays.

Toutes les marchandises qui sont contaminées par de la terre se verront refuser l'entrée au Canada ou seront renvoyées du Canada.

Tous les véhicules automobiles entrant au Canada peuvent faire l'objet d'une inspection pour que l'on puisse s'assurer qu'ils sont propres et qu'ils sont exempts d'organismes nuisibles et de terre. Des droits peuvent être exigés pour les inspections. Si un véhicule automobile n'est pas bien nettoyé, l'importateur devra assumer des coûts supplémentaires pour obtenir les services d'une firme de nettoyage professionnelle de véhicules automobiles.

Pour obtenir de plus amples renseignements, consultez les ressources suivantes :

- [D- 95-26 : Exigences phytosanitaires s'appliquant à la terre et aux matières connexes à la terre, ainsi qu'aux articles contaminés par de la terre et des matières connexes à la terre](#)
- [PI-016 : Procédure pour l'inspection des articles réglementés pour l'absence de terre, de plante, de parties de plante et de matières connexes](#)
- [TAHD-DSAT-IE-2010-17-1 : Importation de choses et de pièces d'équipement usagées de pays non désignés \(c.-à-d. non indemnes de maladies telles que la fièvre aphteuse\)](#)

Ressources supplémentaires (à ajouter à la barre latérale)

Guides et outils

- [Système automatisé de référence à l'importation \(SARI\)](#)
- [Liste des espèces CITES](#)
- [Guide, étape par étape, sur l'importation de marchandises commerciales au Canada](#)
- [Guide sur les importations commerciales de produits alimentaires](#)

Publications

- [D19-1-1 : Aliments, végétaux et animaux et produits connexes](#)
- [D19-7-1 : Interprétation de la *Loi sur la protection d'espèces animales ou végétales sauvages et la réglementation de leur commerce international et interprovincial \(WAPPRIITA\)* et de la *Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction \(CITES\)*](#)
- [D19-8-5 : Interdictions et exigences à l'importation pour les importateurs commerciaux d'espèces aquatiques et les voyageurs aux termes du *Règlement sur les espèces aquatiques envahissantes*](#)
- [D19-10-2 : *Loi sur les licences d'exportation et d'importation \(importations\)*](#)
- [*Politiques pour l'importation - Général - ACIA*](#)
- [D- 95-26 : Exigences phytosanitaires s'appliquant à la terre et aux matières connexes à la terre, ainsi qu'aux articles contaminés par de la terre et des matières connexes à la terre](#)
- [PI-016 : Procédure pour l'inspection des articles réglementés pour l'absence de terre, de plante, de parties de plante et de matières connexes](#)

- TAHD-DSAT-IE-2010-17-1 : Importation de choses et de pièces d'équipement usagées de pays non désignés (c.-à-d. non indemnes de maladies telles que la fièvre aphteuse)

Lois et règlements

- Loi sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire
- Règlement sur les sanctions administratives pécuniaires en matière d'agriculture et d'agroalimentaire
- Avis sur les prix de l'ACIA
- Loi sur les douanes
- Loi sur la santé des animaux
- Règlement sur la santé des animaux
- Loi sur la protection des végétaux
- Règlement sur la protection des végétaux
- Loi sur la protection d'espèces animales ou végétales sauvages et la réglementation de leur commerce international et interprovincial (WAPPRIITA)
- Règlement sur le commerce d'espèces animales et végétales sauvages (WAPTR)

Autres liens

- Commission de révision agricole du Canada (CRAC)
- Agence canadienne d'inspection des aliments (ACIA)
- Environnement et Changement climatique Canada – CITES
- Environnement et Changement climatique Canada – WAPPRIITA
- Pêches et Océans Canada

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: January 19, 2017 10:34 AM
To: McGiffin, Cailin
Subject: Re: Follow up to Review travellers content/revive Be aware and declare2

Good to go

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: McGiffin, Cailin
Sent: Thursday, January 19, 2017 9:12 AM
To: Charbonneau, MelanieA
Subject: RE: FW: Follow up to Review travellers content/revive Be aware and declare

Hi Mel,

Did you happen to hear back? Are we're good to go live today?

Cailin

Cailin McGiffin
Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: January 18, 2017 12:03 PM
To: Gauthier, Julie: CFIA / ACIA
Cc: Bruce Hayes; Anctil, Daniel; McGiffin, Cailin
Subject: RE: FW: Follow up to Review travellers content/revive Be aware and declare
Importance: High

Hi Julie,

As discussed, here are the comments we previously received from the CFIA regarding the content.

Please advise if you have any other comments or if we're good to go! Thanks!

(As Bruce pointed out in one of the attached emails, I believe these changes only affect 4 of your webpages.)

Melanie Charbonneau

Tel: 613-954-0068 / Cel : 613-404-1071

From: Julie Gauthier [<mailto:Julie.Gauthier@inspection.gc.ca>]
Sent: January 13, 2017 4:34 PM
To: Charbonneau, MelanieA
Cc: Bruce Hayes
Subject: Re: FW: Follow up to Review travellers content/revive Be aware and declare

Yes, got it now... thanks!

Julie

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca> 2017-01-13 1:23 PM >>>
Or maybe if I forward the original email directly? Can you see attachments now?

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: Charbonneau, MelanieA
Sent: January 10, 2017 3:31 PM
To: Gagnon, Sheri: CFIA / ACIA; Bruce Hayes
Cc: McGiffin, Cailin; Anctil, Daniel
Subject: RE: Follow up to Review travellers content/revive Be aware and declare
Importance: High

Hi Sherri/Bruce,

Happy new year!!!

Please see attached the final FPA content to replace the current content on our website. We incorporated as much of the input from the CFIA and CBSA stakeholders as possible, and I think we arrived at a pretty strong product overall.

If you have any other questions or concerns on the final draft, please do let us know before Thursday, January 12. The planned launch date will be January 16, 2017.

Best regards,

[3mailto:sheri.gagnon@inspection.gc.ca](mailto:sheri.gagnon@inspection.gc.ca)>>>> /Tél: 613-773-6427

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[\[cid:image001.png@01D1C09A.90C76BE0\]](#)[\[cid:image002.png@01D1C09A.90C76BE0\]](#)[\[cid:image003.png@01D1C09A.90C76BE0\]](#)

Stay Connected <<http://inspection.gc.ca/about-the-cfia/newsroom/stay-connected/eng/1299856061207/1299856119191>> with us on Facebook, Twitter and LinkedIn
Restez Branchés <<http://inspection.gc.ca/au-sujet-de-l-acia/salle-de-nouvelles/restez-branche/fra/1299856061207/1299856119191>> Restez branchés avec nous sur Facebook, Twitter et LinkedIn

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: October 6, 2016 10:39 AM
To: Fraser-Bell, Anne-Mariel
Cc: Gerson, Helen; De Castro, Melissa; Hughes Doucet, Jennifer
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages 1

Thanks Anne-Marie!

I reviewed the changes and will make them.

Thanks again!
Mel

From: Fraser-Bell, Anne-Mariel
Sent: October 5, 2016 2:49 PM
To: Charbonneau, MelanieA
Cc: Gerson, Helen; De Castro, Melissa; Hughes Doucet, Jennifer
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Melanie,
I think it looks great.

Helen and I have reviewed it and would like to recommend a few revisions and additional information for your consideration.

Anne-Marie Fraser-Bell
Other Government Department Programs | Programmes des autres ministères
Canada Border Services Agency | Agence des services frontaliers du Canada
Anne-Marie.Fraser-Bell@cbsa-asfc.gc.ca Tel: 613-954-7641 / TTY: 866-335-3237

From: Gerson, Helen
Sent: October 5, 2016 2:35 PM
To: Fraser-Bell, Anne-Mariel
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Anne-Marie,
Did you want to go over this again (I have added my comments, suggested additions, etc)? If not feel free to forward to Melanie.
Helen

From: Fraser-Bell, Anne-Mariel
Sent: October 4, 2016 2:16 PM
To: Gerson, Helen
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Helen,
Here are some suggested changes for the FPA Webpage which focuses on AAAMPS.
Please take a look and let me know if you have any changes.

Thank you.

Anne-Marie Fraser-Bell

Other Government Department Programs | Programmes des autres ministères

Canada Border Services Agency | Agence des services frontaliers du Canada

Anne-Marie.Fraser-Bell@cbsa-asfc.gc.ca Tel: 613-954-7641 / TTY: 866-335-3237

From: Fraser-Bell, Anne-Mariel
Sent: October 4, 2016 2:14 PM
To: Charbonneau, MelanieA; Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Hi Melanie,
I have made a few suggested changes and wish to discuss them with Helen before I send them to you.
Thanks.
Anne-Marie

From: Charbonneau, MelanieA
Sent: September 30, 2016 2:48 PM
To: Fraser-Bell, Anne-Mariel; Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Thanks Anne-Marie, no worries for the timeline! Let me know if you have any questions on your review of it

From: Fraser-Bell, Anne-Mariel
Sent: September 30, 2016 2:46 PM
To: Hughes Doucet, Jennifer
Cc: Gerson, Helen; De Castro, Melissa; Charbonneau, MelanieA
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Jennifer,
I spoke with Melanie and she has kindly agreed to move the BF date to EOD Tuesday, October 4th.
AM

From: Hughes Doucet, Jennifer
Sent: September 27, 2016 3:52 PM
To: Gerson, Helen; Fraser-Bell, Anne-Mariel; De Castro, Melissa
Subject: FW: FOR YOUR FINAL REVIEW: New FPA webpages
Importance: High

Helen, AM,
Please coordinate to review the attachment and let me know if you have any comments or concerns.
BF: September 30
Jennifer

From: Charbonneau, MelanieA
Sent: September 27, 2016 3:49 PM
To: Anctil, Daniel; Hughes Doucet, Jennifer
Cc: Fraser-Bell, Anne-Mariel
Subject: FOR YOUR FINAL REVIEW: New FPA webpages
Importance: High

Hi Daniel/Jennifer,

Please find the new expanded FPA pages for the CBSA website that Everett and I had worked on this summer. They contain a lot of valuable information (due in large part to Everett's contribution) and will replace the info currently found on our website, which is severely lacking information on the importation of FPA goods. They will also help eliminate duplication found on the CFIA's website for declaring FPA goods to CBSA.

Unless there is other specific info that you feel needs to be added (that is also not included on CFIA's website),

Can you please advise as soon as possible if this final version is ok to send? I am hoping to send by this **Friday, September 30**.

Thanks!
Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : 613-404-1071 /
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: 613-404-1071 /
ATS: 866-335-3237

Marcil, Melanie

From: Anctil, Daniel
Sent: October 3, 2016 09:38 AM
To: Charbonneau, MelanieA; Hughes Doucet, Jennifer
Cc: Fraser-Bell, Anne-Mariel
Subject: RE: FOR YOUR FINAL REVIEW: New FPA webpages

Mélanie,

Looks super good to me.

Daniel.

From: Charbonneau, MelanieA
Sent: September 27, 2016 3:49 PM
To: Anctil, Daniel; Hughes Doucet, Jennifer
Cc: Fraser-Bell, Anne-Mariel
Subject: FOR YOUR FINAL REVIEW: New FPA webpages
Importance: High

Hi Daniel/Jennifer,

Please find the new expanded FPA pages for the CBSA website that Everett and I had worked on this summer. They contain a lot of valuable information (due in large part to Everett's contribution) and will replace the info currently found on our website, which is severely lacking information on the importation of FPA goods. They will also help eliminate duplication found on the CFIA's website for declaring FPA goods to CBSA.

Unless there is other specific info that you feel needs to be added (that is also not included on CFIA's website),

Can you please advise as soon as possible if this final version is ok to send? I am hoping to send by this **Friday, September 30**.

Thanks!
Melanie

Melanie Charbonneau

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MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: 613-404-1071 /
ATS: 866-335-3237

Marcil, Melanie

From: McGiffin, Cailin
Sent: December 8, 2016 12:26 PM
To: Charbonneau, MelanieA
Cc: Anctil, Daniel
Subject: RE: FPA content questions

Hi Mel,

I think this looks great for now – it does read very well. I'll let you know if we get any questions or major changes through approval channels.

Cailin

Cailin McGiffin
Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: December 6, 2016 12:49 PM
To: McGiffin, Cailin
Cc: Anctil, Daniel
Subject: RE: FPA content questions
Importance: High

Hi Cailin,

Please see attached the final English and French. I made almost all changes that were recommended in your latest version,

Let me know if the attached is satisfactory. I think it reads well and should be good to go. Very informative.

Melanie

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 7, 2016 10:45 AM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions

Hi Melanie,

I've had the new FPA content approved on our end – I've had to incorporate some minor edits.

Have you sent this off for translation yet?

Cailin

Cailin McGiffin

A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 3:03 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yup, that works! Much simpler.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 3:01 PM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions

Perfect –thank you.

Cailin McGiffin

A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 2:59 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yes, it is accurate. You cannot simultaneously receive a penalty and be prosecuted.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 2:54 PM
To: Charbonneau, MelanieA
Subject: FPA content questions

Hi Melanie,

The FPA content is still slowly working through approvals – I’m sorry for the delay on our end. Just a few questions that have some up:

On the “Be Aware and Declare” new page – can you tell me if the portion highlighted in yellow is accurate?

Also, when making a payment for a violation, is there an “e-payment” option or do people have to be sent in via mail?

Thanks!

Cailin

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

Marcil, Melanie

From: McGiffin, Cailin
Sent: November 7, 2016 10:45 AM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions1
Attachments: FPA External Website Changes - EN_tracked.docx

Hi Melanie,

I've had the new FPA content approved on our end – I've had to incorporate some minor edits.

Have you sent this off for translation yet?

Cailin

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 3:03 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yup, that works! Much simpler.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 3:01 PM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions

Perfect –thank you.

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada

cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

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cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 2:59 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yes, it is accurate. You cannot simultaneously receive a penalty and be prosecuted.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 2:54 PM
To: Charbonneau, MelanieA
Subject: FPA content questions

Hi Melanie,

The FPA content is still slowly working through approvals – I'm sorry for the delay on our end. Just a few questions that have some up:

On the "Be Aware and Declare" new page – can you tell me if the portion highlighted in yellow is accurate?

Also, when making a payment for a violation, is there an "e-payment" option or do people have to be sent in via mail?

Thanks!

Cailin

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Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: December 30, 2016 11:44 AM
To: McGiffin, Cailin
Cc: Anctil, Daniel
Subject: RE: FPA content questions2

Hi Cailin,

Looks great!!! Thank you!!!

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: December 21, 2016 3:13 PM
To: Charbonneau, MelanieA

Cc: Anctil, Daniel
Subject: RE: FPA content questions

Hi Melanie,

eComms has managed to get a mock-up of the FPA pages together. I sat with Jocelyn (our eComms Team Lead) yesterday to chat quickly about the content layout

Please see what she has put together, below, and let me know what you think. She has also coded the French.

Cailin

Cailin McGiffin
Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: December 6, 2016 12:49 PM
To: McGiffin, Cailin
Cc: Anctil, Daniel
Subject: RE: FPA content questions
Importance: High

Hi Cailin,

Please see attached the final English and French. I made almost all changes that were recommended in your latest version,

Let me know if the attached is satisfactory. I think it reads well and should be good to go. Very informative.

Melanie

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 7, 2016 10:45 AM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions

Hi Melanie,

I've had the new FPA content approved on our end – I've had to incorporate some minor edits.

Have you sent this off for translation yet?

Cailin

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

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Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 3:03 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yup, that works! Much simpler.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 3:01 PM
To: Charbonneau, MelanieA
Subject: RE: FPA content questions

Perfect –thank you.

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada

cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: November 2, 2016 2:59 PM
To: McGiffin, Cailin
Subject: RE: FPA content questions

Yes, it is accurate. You cannot simultaneously receive a penalty and be prosecuted.

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: McGiffin, Cailin
Sent: November 2, 2016 2:54 PM
To: Charbonneau, MelanieA
Subject: FPA content questions

Hi Melanie,

The FPA content is still slowly working through approvals – I'm sorry for the delay on our end. Just a few questions that have some up:

On the "Be Aware and Declare" new page – can you tell me if the portion highlighted in yellow is accurate?

Also, when making a payment for a violation, is there an "e-payment" option or do people have to be sent in via mail?

Thanks!

Cailin

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

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cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

Marcil, Melanie

From: Anctil, Daniel
Sent: June 27, 2016 09:33 AM
To: Charbonneau, MelanieA
Subject: RE: FPA External Website Changes- feedback wrap up

This is very complete...good work.

From: Charbonneau, MelanieA
Sent: June 22, 2016 4:37 PM
To: McGiffin, Cailin
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre; Everest-Bellefeuille, Jocelyn; Harper, Everett
Subject: FPA External Website Changes- feedback wrap up
Importance: High

Hi Cailin,

I think I have amalgamated, to the best of my ability, all 4 revised documents that were provided to us. All 4 stakeholders had very different suggestions, so it was tough to incorporate everything.

Can you review with Joce and give me your thoughts?

The FPA group and our shop have agreed that we can refine the rest later... I should hear back from Recourse by Monday on the appeals content.

Best,
Mel

From: McGiffin, Cailin
Sent: June 13, 2016 9:56 AM
To: Charbonneau, MelanieA
Subject: Fw: CR - FPA External Website Changes-Comms comments.docx

Hi Melanie,

I've attached a tracked changes version of the new FPA Web content, which Joce has fed into (from a web perspective), and so has my colleague and I (from a general, clear and plain language / comms perspective).

Please let me know if you have any questions or concerns - happy to chat about things.

We're locked out of our computer systems at SRS today - I'm attempting to work on BB until they get things resolved. I'm also hoping to get the AAAMP communications plan to you today for your input.

Cailin

From: McGiffin, Cailin <Cailin.McGiffin@cbsa-asfc.gc.ca>

Sent: Sunday, June 12, 2016 11:16 PM

To: McGiffin, Cailin

Subject: CR - FPA External Website Changes-Comms comments.docx

Marcil, Melanie

From: Charbonneau, MelanieA
Sent: January 18, 2017 12:03 PM
To: Gauthier, Julie: CFIA / ACIA
Cc: Bruce Hayes; Anctil, Daniel; McGiffin, Cailin
Subject: RE: FW: Follow up to Review travellers content/revive Be aware and declare
Attachments: Be Aware, Declare input; Fwd: Rép. : Re: Transférer : Faire suivre : Be Aware, Declare information ; RE: Follow up to Review travellers content/revive Be aware and declare; Travellers content

Importance: High

Hi Julie,

As discussed, here are the comments we previously received from the CFIA regarding the content.

Please advise if you have any other comments or if we're good to go! Thanks!

(As Bruce pointed out in one of the attached emails, I believe these changes only affect 4 of your webpages.)

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: Julie Gauthier [mailto:Julie.Gauthier@inspection.gc.ca]
Sent: January 13, 2017 4:34 PM
To: Charbonneau, MelanieA
Cc: Bruce Hayes
Subject: Re: FW: Follow up to Review travellers content/revive Be aware and declare

Yes, got it now... thanks!

Julie

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca> 2017-01-13 1:23 PM >>>
Or maybe if I forward the original email directly? Can you see attachments now?

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: Charbonneau, MelanieA
Sent: January 10, 2017 3:31 PM
To: Gagnon, Sheri: CFIA / ACIA; Bruce Hayes
Cc: McGiffin, Cailin; Anctil, Daniel
Subject: RE: Follow up to Review travellers content/revive Be aware and declare
Importance: High

Hi Sherri/Bruce,

Happy new year!!!

Please see attached the final FPA content to replace the current content on our website. We incorporated as much of the input from the CFIA and CBSA stakeholders as possible, and I think we arrived at a pretty strong product overall.

If you have any other questions or concerns on the final draft, please do let us know before Thursday, January 12. The planned launch date will be January 16, 2017.

Best regards,

Melanie

Melanie Charbonneau
Tel: 613-954-0068 / Cel :

From: Sheri Gagnon [<mailto:Sheri.Gagnon@inspection.gc.ca>]
Sent: June 9, 2016 11:42 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Bruce Hayes
Subject: RE: Follow up to Review travellers content/revive Be aware and declare

Thanks Melaine,
I've attached some comments and suggestions as well.
If there's anything else we can do, please let me know.

Cheers,
Sheri

>>> "Charbonneau, MelanieA" <MelanieA.Charbonneau@cbsa-asfc.gc.ca<<mailto:MelanieA.Charbonneau@cbsa-asfc.gc.ca>>> 2016-06-07 1:32 PM >>>

Hi Sheri,

It is still in fairly rough draft form (but I have attached it for you, for info only). This first draft of the web content will likely change modestly from what it looks like now over the next week ... It hasn't even been reviewed by our FPA program yet. As explained, most of the new content is content that currently doesn't exist anywhere, e.g. penalties and appeal options.

Marcil, Melanie

From: Bruce Hayes <Bruce.Hayes@inspection.gc.ca>
Sent: June 14, 2016 08:14 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Gagnon, Sheri: CFIA / ACIA
Subject: Fwd: Rép. : Re: Transférer : Faire suivre : Be Aware, Declare information
Attachments: Rép. : Re: Transférer : Faire suivre : Be Aware, Declare information ; Bruce Hayes.vcf

Good morning Melanie.

Attached you will find a few comments from our animal folks regarding the draft markup doc you shared.

I still haven't heard anything from my contact in the plants division. I will send them a reminder today.

Cheers.

Bruce Hayes
Communications Specialist / Spécialiste des communications
Communications and Public Affairs / Communications et Affaires publiques
Canadian Food Inspection Agency / Agence Canadienne d'inspection des aliments
bruce.hayes@inspection.gc.ca
Government of Canada / Gouvernement du Canada
www.inspection.gc.ca
Tel: 613-773-5347

Marcil, Melanie

From: Pierre Lafortune <Pierre.Lafortune@inspection.gc.ca>
Sent: June 8, 2016 03:48 PM
To: Bruce Hayes
Cc: Rajzman, Connie: CFIA / ACIA; Dahiya, Jaipal: CFIA / ACIA
Subject: Rép. : Re: Transférer : Faire suivre : Be Aware, Declare information
Attachments: CR - FPA External Website Changes - Copy_1.docx

Thank you Jaipal. Forwarding to Bruce.

Pierre

>>> Jaipal Dahiya 15:45 2016/06/08 >>>
Note my comments in track changes in red.

To summarize:

- links to AH District Offices and NISC were added on page 10.
- Following statement was added on page 12. "In certain cases, a shipment will need to be inspected by the CFIA. Additional fees for the cost of the CFIA inspection will apply".
- A link to CoA was added on page 14.

Please feel free to amend/delete my comments if these don't make sense to you for this exercise.

Thanks.

JP

>>> Pierre Lafortune 2016-06-08 12:17 PM >>>
Hello Jaipal,

Could you have a look at this request please.

thank you

Pierre

>>> Bruce Hayes 11:19 2016/06/08 >>>
Good morning.

We were recently contacted by CBSA to inform us that they are looking to revise their web content on Information for Travellers. Since this is a shared initiative between our Agencies, it will have an impact on our web content.

At a meeting yesterday, CBSA provided us with an early draft of content for requirements for importing food, plants and animals (attached). At the time, they advised that this mock up incorporates the information, links and central messaging we have on our site, see links below:

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>
<http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>
<http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>
<http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

I have gone through CBSA's document and I believe it incorporates all the material we currently have on our web page, but I would appreciate it if you could ask someone to have a look at it as well.

As I indicated, the CBSA document is an early draft, so I wouldn't spend much time worrying about word-smithing, but focus on how complete it is from CFIA's perspective.

We will have additional opportunities to review this document as it goes through approvals in the weeks to come.

If I could have comments by this Friday at noon, that would be greatly appreciated.

Thank you.

Bruce Hayes
Communications Specialist / Spécialiste des communications
Communications and Public Affairs / Communications et Affaires publiques
Canadian Food Inspection Agency / Agence Canadienne d'inspection des aliments
bruce.hayes@inspection.gc.ca
Government of Canada / Gouvernement du Canada
www.inspection.gc.ca
Tel: 613-773-5347

FPA CONTENT FOR CBSA WEBSITE

Page 1: What can I bring into Canada?

The Risks of Importing Food and Plant (FPA) Products

Every traveller, whether a returning resident or visitor to Canada, has a key role to play in protecting Canada's animals, plants and environment.

The risks posed by undeclared food, plants and animals are real. They threaten our food supply. They threaten Canada's agriculture industry and economy. They threaten our environment and natural resources.

Many different kinds of items can introduce foreign threats into Canada. These include things as diverse as:

- foods, such as sausages, potatoes and fruit,
- homemade articles, such as items made from plants or wood,
- live animals, and
- plant cuttings from family gardens

Food can carry animal diseases or plant viruses.

Plants and plant products can carry invasive alien species, such as insects, harmful micro-organisms, viruses, fungi and bacteria.

Animals and animal products can carry diseases, such as avian influenza and foot-and-mouth disease. An outbreak of foot-and-mouth disease could close export markets for Canadian cattle, swine, sheep and other livestock species. Border closures could last for months and the economic losses could be measured in the billions of dollars.

Even a single incident can pose a serious risk to our plant and animal health. This in turn can endanger our food supply, the agricultural sector, the economy, the environment—and even human health.

Protecting Canada from invasive species

With the growing volume of trade, travel and tourism, new invasive species are continually arriving at Canada's border by air, land and water. Invasive species include all living things: animals, fish, plants, insects and micro-organisms. Invasive species are predators, competitors, parasites or diseases that could harm our native plants and animals. **They are the second most significant threat to biodiversity, after habitat loss.** This is one of the reasons why the CBSA conducts inspections of food, plant and animal products at the border, for both travellers and commercial importers.

Some of the best known invasive alien species include **emerald ash borer, gypsy moth, Asian carp, purple loosestrife, rats, green crabs, zebra mussels, Dutch elm disease and West Nile virus**. The deliberate or accidental introductions of these species can be devastating to the Canadian economy and environment.

Before you travel, verify the requirements for what you can bring into Canada.

Restrictions on what food items you are allowed to bring into Canada vary, depending on the product. Some restrictions also vary based on the province. **Because pest and disease situations are constantly changing, these requirements may be adjusted at any time.**

If you bring food, plant or animal products into Canada, you may go through further inspections at the point of entry (that is, border crossings, airports). The border services officer will determine if the products are safe to enter Canada. Be prepared for delays if further inspection is required.

Before travelling to Canada, you are strongly encouraged to research the **import requirements** for food, plant and animal products by using the [CFIA's Automated Import Reference System](#) (AIRS). Should assistance be required finding or interpreting the requirements as listed in AIRS, you may then contact the CFIA's [National Import Service Centre](#) (NISC). You may also consult the CFIA's website for further guidance on the import requirements for [food](#), [plant](#) and [animal](#) products.

If you are **importing food for commercial purposes**, review the [Guide to Importing Food Products Commercially](#).

If you are **importing items other than food, plants and animals** (such as alcohol, firearms, tobacco or vehicles) visit the Canada Border Services Agency's (CBSA) document [I Declare: A guide for residents of Canada returning to Canada](#) or [Visitors to Canada and other Temporary Residents](#) for further information.

The CFIA and Global Affairs Canada also have set limits on the quantity and/or dollar value of certain food products that you can bring into Canada duty-free, or that you can include in your personal exemption. Unless you have an import permit from Global Affairs Canada for quantities over and above the established limits, you will have to pay duty based on a rate determined by the value of the goods. Please visit [Global Affairs Canada's](#) website for a complete listing of applicable duty rates. For more information, visit the [Export and Import Controls Bureau](#) of Global Affairs Canada.

Certain items are also prohibited or restricted because they are subject to controls under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). CITES sets controls on the international trade and movement of animal and plant species that are or may be threatened due to excessive commercial exploitation. Full information on CITES requirements can be found on their [Web site](#).

An additional source of importation information is the CBSA's Border Information Service (BIS) — a computerized, 24-hour telephone service that provides general border services information.

Calls within Canada Toll-free	TTY within Canada For those with hearing or speech impairments	Calls outside Canada Long distance charges apply
Service in English: 1-800-461-9999 Service in French: 1-800-959-2036	1-866-335-3237	Service in English: 204-983-3500 506-636-5064 Service in French: 204-983-3700 506-636-5067

Tips for combatting the Risk

- ✓ Be aware of import requirements for food, plant and animal products, and declare your items!
- ✓ Be aware of the risks and taking the appropriate actions, each traveller entering the country can help protect Canada and Canadians.
- ✓ Avoid contact with farmed animals (including poultry), zoo animals or wildlife for 14 days after you arrive in Canada if you were exposed to similar animals in other countries. Wash and/or disinfect any footwear or clothing you may have worn and dry them at a high temperature.
- ✓ Be sure to complete the areas of your Customs Declaration Card regarding farm visits.
- ✓ If your vehicle, equipment and other goods are contaminated with soil, make sure to clean them at a wash facility before arriving at the Canadian border. Soil is a major carrier of invasive species and plant and animal diseases.
- ✓ Add other tips???

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/eng/1389630031549/1389630282362>, but excludes <http://www.inspection.gc.ca/food/information-for-consumers/travellers/what-can-i-bring-into-canada-/eng/1389648337546/1389648516990> (the latter site will need to be slightly amended) ... A lot of repetition in the different parts of the page.

Page 2: Be aware and declare

Declaring is the Law

Be sure . . . declare everything.

All travellers, including returning resident or visitors to Canada, are required by law to declare all plant, animal, and food products they bring into Canada. This includes **cooked or raw** animal products (e.g. **animal meats, organs, skin/wool, milk, fat, butter, cheese, eggs, fish, seafood**) and plant products (e.g. **fruits, vegetables, seeds, nuts, trees, plants, wood (and wood products), roots, vines, herbs, flowers, insects, bulbs, soil**) and. It also includes **live animals**.

Failure to declare any of these products or to provide required certificates/permits could lead to:

- confiscation of your products
- a penalty up to \$1300
- prosecution

Common mistakes

Many travellers fail to declare things like processed or canned foods, homemade items (e.g. wood items), cooked or cured meats, soil, plants used for homeopathic or medicinal purposes, milk products (e.g. butter, kefir) and fruits/vegetables. In general, this happens because most travellers are unaware of the hazards - but the risks to Canada's food supply, economy, environment and human health are very real.

Protecting our borders

Trained detector dogs and a variety of other tools are present at Canadian points of entry. They can detect plant and animal products. Canada Border Services Agency officers are ready to answer any questions you may have as you leave for your trip or when you return. **To be sure, become aware of our import requirements before you leave the country, so you don't buy something on your trip that you will be unable to bring back into Canada.**

Penalty-free confiscation

When undeclared or restricted/prohibited items are found in luggage or carry-on bags, penalties can be severe. There are alternatives, however, if you find yourself in possession of plant or animal products. Declare them! Many Canadian airports also have disposal bins for such products when you arrive. You can dispose of these products before meeting with a border officer.

If you are unsure about an item, ask a border officer. If you seek clarification and then declare the item, it may be confiscated without penalty.

REPLACES: <http://www.inspection.gc.ca/food/information-for-consumers/travellers/declaring-is-the-law/eng/1389635905311/1389636143946>

Page 3: Penalties and Fines

The CBSA enforces an administrative monetary penalty system to complement existing enforcement tools under the *Health of Animals Act* and the *Plant Protection Act*.

Agriculture and Agri-Food Administrative Monetary Penalties (AAAMPs) are an additional tool to criminal sanctions with the objective of supporting and enhancing efforts to ensure compliance on the part of reporting entities. These penalties allow for a flexible and cost-effective response to violations that do not warrant costly and lengthy prosecution for instances of non-compliance.

Violations are classified by the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations* as **minor**, **serious** or **very serious** and carry the following range of penalties:

- Minor violation: \$500 per violation
- Serious violation: \$800 per violation
- Very serious violation: \$1,300 per violation

The limits above apply to each violation, and multiple violations can result in a total amount that exceeds these limits.

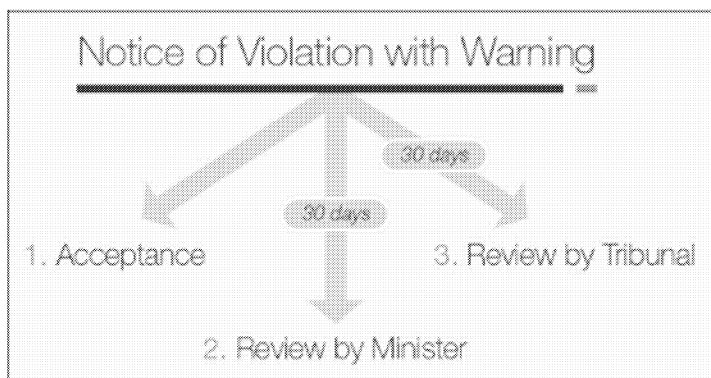
What Are Your Options upon Receipt of a Notice of Violation with *Warning*?

You have the choice of **one** of the following options.

1. **Acceptance:** You may accept the warning. No response is necessary. This Notice of Violation with Warning remains part of your compliance history when crossing the border.
2. **Review by Minister:** You may submit a written request for a review of the facts of the violation by the Minister **within 30 days** after the deemed date of service stated in the Notice of Violation.
3. **Review by Tribunal:** You may submit a written request for a review of the facts of the violation by the Canada Agricultural Review Tribunal **within 30 days** after the deemed date of service stated in the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

NOTE JOCE: It would be great to include a graphic like Health Canada's below showing the information for this section under the following format:



What Are Your Options upon Receipt of a Notice of Violation with *Penalty*?

You have the choice of **one** of the following options.

1. **Payment within 15 days:** If you do not wish to dispute the penalty and pay immediately, or within 15 calendar days, the penalty is reduced by 50% of the amount. By paying the penalty, you are deemed to have committed the violation and this **waives your right to appeal**.
2. **Payment after 15 days:** After 15 calendar days, the full amount applies. By paying the penalty, you are deemed to have committed the violation and this **waives your right to appeal**.
3. **Review by Minister:** You may submit a written request for a review of the facts of the violation by the Minister **within 30 days** after the deemed date of service stated in the Notice of Violation.
4. **Review by Tribunal:** You may submit a written request for a review of the facts of the violation by the Canada Agricultural Review Tribunal **within 30 days** after the deemed date of service stated in the Notice of Violation.

Note: No extension of these time limitation periods can be granted.

NOTE JOCE: It would be great to include a graphic like Health Canada's below showing the information for this section under the following format:



Making a payment

You can make payment by submitting your Notice of Violation, with the payment in Canadian funds, to:

Canada Border Services Agency
Financial Transactions Processing Centre
400 Place Youville, 2nd Floor
Montréal, QC H2Y 2C2

All payments are to be made payable to the Receiver General for Canada. Payments can be made in the form of a certified cheque, money order, or bank draft.

When are you deemed to have committed the violation?

You are deemed (determined) to have committed the violation when you do any of the following:

- Fail to respond to a Notice of Violation within 30 days after the deemed date of service;
- Pay the Monetary Penalty;
- Request a Review by the Minister only, and the violation is confirmed by the Minister; or
- Request a Review by the Tribunal, and the violation or the Minister's Decision is confirmed by the Tribunal.

Once this occurs, the violation becomes part of your compliance history when crossing the border.

Page 4: Appeals

Who may request a review?

The person who is the violator identified in the Notice of Violation may submit a written request for a review to the Minister or the Tribunal, or a representative on their behalf.

Review by Minister

If you receive a Notice of Violation and you do not agree with the conclusion that you have committed a violation, or if you do not agree with the assessment of your monetary penalty, you have **30 days** after the deemed date of service to submit a written request for a review to the Minister.

The review by Minister, completed by a Public Safety and Emergency Preparedness official, provides an opportunity to review the facts of the case and is conducted only on the basis of **written submissions**. The review may involve determining whether the person cited in the Notice of Violation committed a violation. Where monetary penalties were imposed, the review may also determine if the monetary penalty was assessed and established in accordance with the Regulations.

Your request for review should include reasons why you believe the violation was not committed, or why the penalty amount is incorrect.

Review by Tribunal

Review of a Notice of Violation

If you receive a Notice of Violation and you do not agree with the conclusion that you have committed a violation, or if you do not agree with the assessment of your monetary penalty, you have **30 days** after the deemed date of service to submit a written request for a review to the Canada Agricultural Review Tribunal.

The Canada Agricultural Review Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*. The review may involve determining whether the person cited in the Notice of Violation committed a violation. Where monetary penalties were imposed, the review may also determine if the monetary penalty was assessed and established in accordance with the Regulations.

Your request for review should include reasons why you believe the violation was not committed, or why the penalty amount is incorrect.

Review of a Notice of Violation

If you are not satisfied with the decision of the Minister, you may request a further review of the Minister's decision by the Tribunal **within 15 days** of being served the Minister's decision.

This review differs from the review by the Notice of Violation (described above) and can only occur where the request is made following the completion of a Review by the Minister. The Tribunal, in this case, would conduct a review of the Minister's decision.

Note: There are specific legal rules that apply to the two types of tribunal reviews with certain rules applicable to one type of review, but not the other. For more information on reviews by tribunal, please contact the [Canada Agricultural Review Tribunal](#).

Judicial Review

Following a review by the Tribunal, if you do not agree with the results, you may apply for judicial review to the Federal Court of Appeal under the *Federal Courts Act*. You may also apply for judicial review directly following the issuance of the Notice of Violation itself to the Federal Court – Trial Division.

Page 5: Importing or Travelling with Pets

Under the National Animal Health Program, the Canadian Food Inspection Agency (CFIA) establishes import requirements for all animals and animal products entering Canada-including domestic pets.

These requirements apply to:

- animals entering Canada permanently
- animals in transit through Canada on their way to a final destination
- animals entering Canada for a temporary visit

IMPORTANT! The Agency can refuse entry to any animal presented for importation. The Agency may also confiscate any undeclared animals, including family pets, so please make sure to declare all animals upon entry into Canada and possess the required certificates/permits for their entry. Failure to do so may also result in a penalty (NOTE: [link to penalties and fines page](#)).

Import and Travel Requirements

- [Amphibians and reptiles](#)
- [Birds \(From the United States\)](#) ~~Call CFIA District Office regarding import conditions.~~
- [Birds \(From Countries Other Than the United States\)](#)
- [Cats](#)
- [Dogs](#)

- [Fish](#)
- [Foxes, skunks, raccoons and ferrets](#)
- [Horses \(from the United States\)](#)
- [Primates](#)
- [Rabbits](#)
- [Rodents \(guinea pigs, gerbils, mice, rats, chinchillas, hamsters, etc.\)](#)
- [Scorpions, spiders and other organisms that do not require a permit to import](#)

If the animal you wish to import is not listed, please refer to the [Automated Import Reference System \(AIRS\)](#), which provides information on import requirements for all commodities regulated by the CFIA.

[Call CFIA Animal Health District Office or National Import Service Centre -for further clarification regarding Canadian import requirements.](#)

Tips for traveling with your pet

- [Can I Come Too? Protecting pets when they travel](#)

REPLACES: <http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pets/eng/1326600389775/1326600500578>

Page 7: Wood Packaging Imports

Wood packaging material (WPM) import requirements are strict guidelines put in place to protect Canadian ecosystems from non-native pests found in WPM. Invasive pests can result in economic losses — stemming from eradication and control costs in the millions of dollars, loss of export markets, and loss of Canadian industry and tourism jobs and dollars — as well as irreversible damage or loss of forests and forest ecosystems.

What is wood packaging?

The definition "wood packaging" is any piece of **non-manufactured wood used to brace, support, protect or secure a consignment or cargo**. Wood packaging products include, but are not limited to dunnage, crating, wood boxes, load boards, pallets, wooden wire drums and skids.

Wood packaging products constructed entirely (100%) from manufactured parts: plywood, plastics, cardboard, fibre board and oriented strand board are exempt from Canada's import requirements.

What goods must comply with the import requirements?

In Canada, all non-manufactured WPM used in international trade must be compliant with ISPM 15. It is prohibited to import or move untreated, non-manufactured WPM into or through Canada, unless it originates from the continental U.S.

The entry requirements for wood packaging from all areas except the continental United States are specified in [D-98-08: Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](#).

Importers should be aware that undeclared or non-compliant wood packaging may be refused entry into Canada and/or be subject to an [Agriculture and Agri-Food Administrative Monetary Penalty \(AAAMP\)](#) (NOTE: [link to penalties and fines page](#)).

What happens to non-compliant shipments?

Both the shipment and the WPM will be removed from Canada. If compliant WPM is mixed with non-compliant WPM, the entire shipment will be deemed non-compliant and will be refused entry into Canada. Importers will not be allowed to remove the non-compliant WPM and repack the goods within Canada.

If there is evidence of living pests, the WPM will be treated prior to being ordered removed to limit the risk of pest escape. Even if it has been treated, the shipment must be removed from Canada. The importer, or whoever is in charge of the shipment, is responsible for all costs associated with the removal (including treatment, if required) of non-compliant WPM.

Need more information?

For more information on importing wood packaging material, please visit the CFIA's [Wood Packaging – Questions and Answers](#).

For more information on CFIA's other policies relating to the import and export of Canadian forestry products, you may also visit:
<http://www.inspection.gc.ca/plants/forestry/eng/1299166186965/1299166280737>

Other related references:

- [Implementation of ISPM 15 for Wood Packaging Moving Between Canada and the United States](#)
- [Wood Packaging Mark as Defined by the IPPC PDF \(505 kb\)](#)
- [Lists of Facilities Approved by Foreign National Plant Protection Organizations and recognized by the CFIA under D-98-08](#)

REPLACES: <http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>

Page 8: Inspections and Fees

If you are intending to bring pets or plants into Canada, you should be aware that fees now apply to some inspection and quarantine services provided by the Canada Border Services Agency (CBSA) and/or the Canadian Food Inspection Agency.

- Why fees?
- Why is inspection necessary?
- Examples of charges

Why fees?

Travellers who use inspection and quarantine services to bring animals or plants into Canada must pay a portion of the cost for the CBSA to provide these services.

Why is inspection necessary?

Animals and plants coming into Canada are monitored and inspected to prevent the introduction of diseases and pests that could pose a risk to the country's health, wildlife, pets, livestock, crops, forests, lakes, rivers and oceans. Sometimes, imported animals and plants must be quarantined in order to verify that they are free of harmful diseases and pests. Inspections are also necessary to ensure compliance with Canada's wildlife trade laws.

Fees

(Fees are subject to change)

The fee for an import inspection on a domestic dog, cat or ferret is \$30. If you are travelling with more than one pet, the inspection fee for each additional animal is \$5. (Domestic dogs, cats and ferrets originating from the United States are subject to an import inspection but are exempt from inspection fees.)

In certain cases, a shipment will need to be inspected by the CFIA. Additional fees for the cost of the CFIA inspection will apply.

If you are bringing pet birds into Canada from countries other than the United States, the applicable charges are \$35 for an import permit, \$100 for the approval of a quarantine site for the bird, \$35 for the inspection and \$130 for overseeing the quarantine period.

A \$13 fee for each shipment (with a transaction value of less than \$2,300) applies for import services pertaining to regulated plants that have been certified by the country of origin as meeting Canadian requirements. (A regulated plant that is not certified is not allowed into Canada.)

The goods and services tax and other applicable taxes may be charged on these services. The fees cannot be claimed under a traveller's personal exemption.

For more information, consult the complete list of [inspection types and associated fees](#).

Page 9: Commercial Importations

Commercial Importers

Commercial importations of food, plant and animal products are subject to the same reporting, accounting and release procedures as importations of any other commodities. However, they are often subject to specific import requirements, such as permits, licences and supporting documents, because of the risks of bringing invasive alien species into Canada and the threats to global biodiversity from the trade of endangered species.

As an importer, it is your responsibility to know the specific import requirements for the product you are bringing into Canada, which includes any materials used for transporting or packaging the product (for example, dunnage or wooden crates). In some cases, this may include requirements under more than one act and/or regulation.

You must ensure that your shipment meets all applicable import requirements when it arrives at the Canadian border.

All commercial Importers are recommended to visit the CBSA's for [Step-by-Step Guide to Importing Commercial Goods into Canada](#).

For more information on programs and services for commercial importers importing **food** products, please visit: <http://www.inspection.gc.ca/food/imports/eng/1323714792490/1323715949260>

For more information on importing **animal** products, please visit:
<http://www.inspection.gc.ca/animals/eng/1299155513713/1299155693492>

For more information on importing **plant** products, please visit:
<http://www.inspection.gc.ca/plants/imports/eng/1299168480001/1299168593866>

The CFIA's Centre of Administration (CoA) is responsible for carrying out administrative tasks related to granting permissions (licences, permits and registrations) for commercial operators and for travellers.

All inquiries and work related to the above functions should be referred to:

- 1-855-212-7695 or 613-773-5131
- Permission@inspection.gc.ca

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Commercial contact information

For more information, consult the following resources:

Type of information	Group	Contact
Import requirements	Automated Import Reference System (AIRS)	http://airs-sari.inspection.gc.ca/Airs_External/Default.aspx
Other commercial inquiries	CFIA Import Service Centre	In Canada and the United States call toll-free: Eastern: 1-877-493-0468 National: 1-800-835-4486 Local calls and all other countries: Eastern: 514-493-0468 National: 905-795-7834
Endangered species/ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) requirements	CITES (Environment Canada)	1-800-668-6767 http://www.ec.gc.ca/cites

Add contacts???

Guides, Tools and Publications

- Agriculture and Agri-Food Administrative Monetary Penalties Act
- Agriculture and Agri-Food Administrative Monetary Penalties Regulations
- Automated Import Reference System (AIRS)
- Endangered species/ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) requirements
- Canada Agricultural Review Tribunal (CART)
- Customs Act
- D17 series: Accounting and release procedures

- D19 series: Other government department import and export requirements
- Guide to Importing Food Products Commercially
- Health of Animals Act
- Health of Animals Regulations
- Plant Protection Act
- Plant Protection Regulations

[Add references](#)

Marcil, Melanie

From: Bruce Hayes <Bruce.Hayes@inspection.gc.ca>
Sent: June 8, 2016 11:33 AM
To: Charbonneau, MelanieA
Cc: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Gagnon, Sheri: CFIA / ACIA
Subject: Travellers content
Attachments: CR - FPA External Website Changes.docx; Bruce Hayes.vcf

Good morning all.

I had a quick read through of your draft document and made several word-smithing suggestions/changes. Based on my review, it appears this document has captured the messages found on CFIA's four web pages and I have just now sent your draft to our plant and animal import folks for their review. I have asked for their comments before Friday noon so we'll see how that goes.

Thanks.

Bruce Hayes
Communications Specialist / Spécialiste des communications
Communications and Public Affairs / Communications et Affaires publiques
Canadian Food Inspection Agency / Agence Canadienne d'inspection des aliments
bruce.hayes@inspection.gc.ca
Government of Canada / Gouvernement du Canada
www.inspection.gc.ca
Tel: 613-773-5347

Marcil, Melanie

From: Lavoie, Marie-Hélène
Sent: July 12, 2016 09:47 AM
To: Charbonneau, MelanieA
Cc: Chenier, Stephanie
Subject: RE: Request for update to AAAMPS appeals web content
Attachments: IECU Review to AAAMPS appeals web page-3 .doc

Bonjour Melanie,

Désolée pour le délai, mais voici la version approuvée par le DG pour la mise à jour du site internet.
Laisse-moi savoir si tu as des questions.

Bonne journée,

Marie

From: Charbonneau, MelanieA
Sent: June 22, 2016 4:18 PM
To: Chenier, Stephanie
Cc: Lavoie, Marie-Hélène; Anctil, Daniel; McGiffin, Cailin; Champagne-Roberge, Alexandre
Subject: Request for update to AAAMPS appeals web content
Importance: High

Hi Stephanie,

We have updated all of the CBSA web content for FPA goods and are looking to update the information found on the appeals portion of the site as well. I have already discussed this with Marie-Helene and wondering if the attached proposed changes would be ok for Recourse?

Can you advise whether the changes are ok within the next few days and/or provide comments? We are hoping to have everything finalized for Communications by Monday.

Thank you so much!!

Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : /
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: /
ATS: 866-335-3237

***NEW* AAAMPS WEB CONTENT:**

How to file a request for review of a penalty or warning under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*

*** You cannot appeal a monetary penalty that has already been paid.** Please refer to [Penalties and Fines](#) to see your payment options if you do not wish to appeal.

Who may request a review?

The person named on the **Notice of Violation at the Point of Entry (NOV)**, or a representative on their behalf, may submit a written request for a review to the Minister of Public Safety and Emergency Preparedness (the Minister) or the Canada Agricultural Review Tribunal (the Tribunal).

Review by the Minister

If you wish to contest a NOV, you can submit a written request for a review by the Minister.

Within 30 calendar days of the date stated on the NOV or date of service of the NOV, you may request a review by submitting a request to the Canada Border Services Agency in one of the following ways:

File an E-Appeal

You can request a review of a CBSA decision [online](#).

Send your request by mail or fax to:

Recourse Directorate
Canada Border Services Agency
333 North River Rd, Tower A, 11th Floor
Ottawa, ON K1A 0L8
Facsimile: 343-291-7239

Your request for review should include all of the reasons why you believe the violation was not committed or why the penalty amount is incorrect.

The review is conducted by an impartial official within the CBSA's Recourse Directorate. All evidence must be provided to the Recourse official in writing. The review will consider whether the person cited in the NOV committed a violation and, where a monetary penalty was imposed, whether the monetary penalty was assessed and established in accordance with the *Agriculture and Agri-Food Administrative Monetary Penalties Regulations*. It is important to note that the penalty amounts are fixed by the Regulations and cannot be reduced or substituted for a warning for any reason relating to humanitarian or financial situations.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further appeal options. It is important to remember that, once a decision has been made by the CBSA, neither the Minister of Public Safety and Emergency Preparedness nor CBSA officials have the authority to act further in the matter.

Review of a Minister's Decision

If you are not satisfied with a decision after a review by the Minister, you may request a further review of the decision by the Tribunal **within 15 calendar days** of being served with the Minister's decision. The Tribunal, in this case, will conduct a review of the Minister's decision.

The Tribunal is an independent quasi-judicial body appointed by the Governor-in-Council to hear appeals of warnings or administrative monetary penalties issued under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*.

For more information on how to appeal a Minister's decision to the Tribunal, please visit the [Tribunal's website](#).

Review by the Tribunal

Review of a Notice of Violation

If you received a NOV and you do not agree with the conclusion that you have committed a violation, or if you do not agree with the assessment of your monetary penalty, you may forego the ministerial review and submit a written request for a review directly to the [Canada Agricultural Review Tribunal](#) (Tribunal).

If you choose this appeal option, you must submit a request for review to the Tribunal **within 30 calendar days** of the date stated on the NOV or date of service of the NOV.

For more information on how to appeal a NOV to the Tribunal, please visit the [Tribunal's website](#).

***OLD* AAAMPS WEB CONTENT**

How to file a review for: A review of a penalty or warning under the *Agriculture and Agri-Food Administrative Monetary Penalties Act*

Who should use this process

You should use this process if you have received a *Notice of Violation at the Point of Entry* (CBSA134). As noted on the CBSA134, you have the following options:

Option 1: Pay a reduced penalty

Within 15 calendar days of the date of the Notice.

If you agree with the allegation stated on the notice of violation and choose to pay the penalty **within 15 calendar days** of the date stated on the Notice, the penalty will be reduced by 50 percent. If you pay the penalty, you are deemed to have committed the violation and **cannot request a review**.

Option 2: Pay the full penalty

Between 15 and 30 calendar days of the date of the Notice.

If you pay the penalty, you are deemed to have committed the violation and **cannot request a review**.

Option 3: Request a review by the Minister of Public Safety

Within 30 calendar days of the date stated on the Notice of Violation.

You can request a review by the Minister by sending a request in writing to the Canada Border Services Agency, as outlined in the process below.

Option 4: Request a review by the Canada Agriculture Review Tribunal

Within 30 calendar days of the date stated on the Notice of Violation.

If you select this option and request a review by the Canada Agriculture Review Tribunal, no further review is available to you from the CBSA.

How to request a review by the Minister

If you choose **Option 3** and request a review by the Minister of Public Safety:

Within 30 calendar days of the date stated on the Notice of Violation or date of service of the notice, you can request a review by the Minister by sending a request in writing to the Canada Border Services Agency.

Send your request to:

Recourse Directorate
Canada Border Services Agency
333 North River Rd, Tower A, 11th Floor
Ottawa, ON K1A 0L8
Facsimile: 343-291-7239

E-Appeal

- You can now request a review of a CBSA decision online.
- Just go to E-Appeals for the electronic form relating to enforcement actions.

What to expect: the Ministerial review process

After you submit your request for a Minister's review, you will receive a letter acknowledging that your request has been received. It will confirm that a file has been opened and assigned to a Recourse official who will review both your request and the reports of the officer who issued the violation. You will then receive a letter explaining why the violation was issued. You will also be provided with a copy of the issuing officer's reports. Then, if you wish, you can make further submissions related to your review request.

Once you have had the opportunity to submit all the documentation that you want considered, the official will evaluate the evidence and arguments provided — *in consideration of the relevant legislation, regulation, and policy* — and make decisions as to whether a violation occurred and — *if so* — whether the terms assessed are correct.

Once the decision has been made, a letter will be mailed to you that will confirm or deny the violation, explain the reasons for the decision and, where applicable, explain any further avenues of appeal.

What to do if you disagree with the Minister's decision

If the violation is confirmed, the registered letter will also provide you with your options and deadlines for further appeal to the Canada Agricultural Review Tribunal.

Once a decision has been made by the CBSA, neither the Minister of Public Safety nor CBSA officials have the authority to act further in the matter.

How to request a review by the Canada Agriculture Review Tribunal

If you choose **Option 4** and request a review by the Canada Agriculture Review Tribunal, you must complete and submit a Request for Review within 30 calendar days of being served a Notice of Violation.

Charbonneau, MelanieA

From: Harper, Everett
Sent: April 19, 2016 12:34 PM
To: Charbonneau, MelanieA
Cc: Champagne-Roberge, Alexandre; Anctil, Daniel
Subject: RE: Change request to external CBSA website
Attachments: FPA - Web Page Layout v5.pub

Ok.

Everett

From: Charbonneau, MelanieA
Sent: April 19, 2016 11:38 AM
To: Harper, Everett
Cc: Champagne-Roberge, Alexandre; Anctil, Daniel
Subject: RE: Change request to external CBSA website
Importance: High

Hi Everett,

maybe in the next week or two sometime to go over the changes? This would also be an ideal time to add anything that you feel would be particularly useful to include on there... Thoughts?

We could then meet

Best,
Melanie

From: Charbonneau, MelanieA
Sent: April 19, 2016 11:26 AM
To: McGiffin, Cailin
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre
Subject: RE: Change request to external CBSA website
Importance: High

Hi Cailin,

Thanks again for the call! Great talking to you!

Would you know who to contact in CFIA for this info?

I will consult with our colleagues in the FPA program,

And this of course, well in advance of the transition of the CBSA's website over to the amalgamated Canada.gc.ca website.

Once I have an idea of proposed changes, we can meet to discuss further (in the next week or two perhaps)?

We can speak a bit then about that too! I would love to get some ideas on what we could use as educational/awareness tools for the travelling public

Looking forward to speaking soon,

Melanie

(Alex: To discuss tomorrow...)

From: McGiffin, Cailin
Sent: April 19, 2016 8:19 AM
To: Charbonneau, MelanieA
Subject: RE: Change request to external CBSA website

Hi Melanie,

Is there a time to that works to give you a call this morning? Would 9:30am work for you?

Cailin McGiffin
A/Senior Communications Advisor, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
cailin.mcgiffin@cbsa.gc.ca / Tel: 613-948-8621 / TTY: 866-335-3237

Conseillère principale en communications, p.i., Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
cailin.mcgiffin@asfc.gc.ca / Tél. : 613-948-8621 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: April 15, 2016 2:12 PM
To: Luciani, Wendy
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre; McGiffin, Cailin; Wheeler, Melissa
Subject: RE: Change request to external CBSA website

Not a problem! Thanks Wendy!!

From: Luciani, Wendy
Sent: April 15, 2016 2:11 PM
To: Charbonneau, MelanieA
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre; McGiffin, Caillin; Wheeler, Melissa; Luciani, Wendy
Subject: RE: Change request to external CBSA website

Hi Melanie,

Thanks for reaching out to Communications. Caillin, copied here, is the lead for our Commercial and Trade Programs team. We've got a few urgent pressures today but she'll be in touch next week to discuss.

Regards,

Wendy Luciani

Manager (a), Program & Corporate Affairs Branch Communications
Canada Border Services Agency
wendy.luciani@asfc.gc.ca / Tel: 613-941-4294 / Cel: / TTY: 866-335-3237

Gestionnaire (pi), Communications liées aux Programmes et aux Services intégrés
Agence des services frontaliers du Canada
wendy.luciani@asfc.gc.ca / Tél. : 613-941-4294 / Cel. : / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: April 15, 2016 12:43 PM
To: Luciani, Wendy
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre
Subject: Change request to external CBSA website
Importance: High

Hi Wendy,

Can you please advise who our advisor would be for this request (I received Jocelyn's name by error)?

Thanks for your help!
Melanie

From: Everest-Bellefeuille, Jocelyn
Sent: April 15, 2016 12:39 PM
To: Charbonneau, MelanieA
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre; Luciani, Wendy
Subject: RE: Change request to external CBSA website

Melanie,

You should contact your Communications Advisor for assistance. Wendy Luciani (copied) is the manager for that group and can let you know who is your advisor.

September 1 is definitely doable if all material is approved and translated.

Jocelyn Everest Bellefeuille

Senior Communications Advisor – E-Communications, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
jocelyn.everest-bellefeuille@cbsa-asfc.gc.ca / Tel: 613-948-7840 / TTY: 866-335-3237

Conseillère principale en communications – E-Communications, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
jocelyn.everest-bellefeuille@cbsa-asfc.gc.ca / Tél. : 613-948-7840 / ATS : 866-335-3237

From: Charbonneau, MelanieA
Sent: April 15, 2016 12:35 PM
To: Everest-Bellefeuille, Jocelyn
Cc: Anctil, Daniel; Champagne-Roberge, Alexandre
Subject: Change request to external CBSA website
Importance: High

Hi Jocelyn,

Thanks for your assistance!
Melanie

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel : /
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes
Agence des services frontaliers du Canada / Gouvernement du Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: /
ATS: 866-335-3237

Charbonneau, MelanieA

From: Charbonneau, MelanieA
Sent: May 9, 2016 03:37 PM
To: Burgoyne, Daniel: CFIA / ACIA; Cann, Stephen: CFIA / ACIA; Thompson, Erin: CFIA / ACIA
Cc: Agha, Sara: CFIA / ACIA
Subject: FPA import-related content on CFIA website
Importance: High

Hi Daniel/Stephen/Erin,

I am not sure who would best be placed to answer my inquiry, but could one of you give me a call when you have a moment? I spoke to Sara Agha (CFIA, Food Imports) this afternoon and she explained that the responsibility for the CFIA's web content regarding imports may fall under the Food Imports program area...

My inquiry is the following... We are currently reviewing CBSA's web content on food, plant and animal importations (to correct errors and add missing information) and would like to discuss what approach to take in updating the information as a lot of the information on the subject is already found on CFIA's website. Given that all of government is moving to Canada.gc.ca by end of the year, we are not certain whether it is worth updating our web content on the subject or make a request to update to CFIA's website? Although we are the agency responsible for all inspection services of imported FPA products, I am not sure under who's responsibility this information should lie, or where it will lie once we all merge into one website.

Travellers will need easily accessible/understandable information on how to properly import FPA products into Canada.

Your prompt attention to this would be very much appreciated given our rather tight timelines!

I can be reached at 343-291-7253 today, or at my regular number, 613-954-0068, any other day this week.

Thank you!

Melanie Charbonneau

Senior Program Advisor, Importer and Exporter Compliance Unit, Programs Branch
Canada Border Services Agency / Government of Canada
MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tel: 613-954-0068 / Cel :
TTY: 866-335-3237

Conseillère principale en matière de programmes, Unité de la Conformité des importateurs et exportateurs, Direction générale des programmes

Agence des services frontaliers du Canada / Gouvernement du Canada

MelanieA.Charbonneau@cbsa-asfc.gc.ca / Tél: 613-954-0068 / Tél Cel.: /

ATS: 866-335-3237

Charbonneau, MelanieA

From: Harper, Everett
Sent: June 13, 2016 03:35 PM
To: Charbonneau, MelanieA
Cc: Champagne-Roberge, Alexandre
Subject: RE: Revised FPA Web pages
Attachments: CR - FPA External Website Changes -EH.docx; Main FPA webpage look -EH.doc

Hello,

Please find my changes attached.

Please let me know if you have any questions.

Everett

From: Charbonneau, MelanieA
Sent: June 13, 2016 11:08 AM
To: Harper, Everett
Cc: Champagne-Roberge, Alexandre
Subject: RE: Revised FPA Web pages

Hi Everett,

It will be on different stand-alone pages, yes. With hyperlink to them. The new web formatting for all of Gov of Canada sites has steered away from long pages. And yes, the contact is Cailin,

Did you have other questions? Perhaps I can try to answer them first...?

As I mentioned in my last email, we can work together to perfect the rest of the content at a later date. Right now, it's about just getting the information out there! ☺

Hope you had a good weekend,
Mel

From: Harper, Everett
Sent: June 13, 2016 11:02 AM
To: Charbonneau, MelanieA
Cc: Champagne-Roberge, Alexandre
Subject: RE: Revised FPA Web pages

Hello,

Do you know if each page a standalone page? Or is it one big page to scroll down through..with hyperlinks to each section?

Maybe I should discuss with Comms...who is your contact there? Cailin?

Everett

From: Charbonneau, MelanieA
Sent: June 10, 2016 12:29 PM
To: Harper, Everett
Cc: Champagne-Roberge, Alexandre
Subject: RE: Revised FPA Web pages

Thanks for taking the time to review Everett! Sure thing. Can you send the traveller part Monday EOD so that we can get the site information up on the web asap?

The commercial part we can work on over the coming weeks maybe..?

From: Harper, Everett
Sent: June 10, 2016 12:05 PM
To: Charbonneau, MelanieA
Cc: Champagne-Roberge, Alexandre
Subject: RE: Revised FPA Web pages

Now it's my turn to ask for an extension. I can have my initial changes to the overall structure and travellers content to you by EOD Monday.

Everett

From: Charbonneau, MelanieA
Sent: June 7, 2016 2:28 PM
To: Harper, Everett
Cc: Champagne-Roberge, Alexandre
Subject: Revised FPA Web pages
Importance: High

Hi Everett,

Here is what we have produced for the FPA content on our website (the old content links is listed in Joce's email below).

Could you have a look and let us know if you have any proposed changes by **end of week**? In order to get this rolling, we have a fairly tight turn around.

I think you will be generally pleased with it, super user friendly and I think really drives it home for traveller. I also made sure to keep the web content about wood packaging as a hot topic (as well as travelling with pets).

<< File: CR - FPA External Website Changes.docx >>

<< File: Main FPA webpage look.doc >>

From: Everest-Bellefeuille, Jocelyn
Sent: April 22, 2016 1:14 PM
To: McGiffin, Cailin; Charbonneau, MelanieA
Subject: RE: FPA Web pages

As discussed:

1. List of pages:

<http://www.cbsa-asfc.gc.ca/fpa-apa/commerc-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/commerc-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/contact-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/contact-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/fees-droits-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/fees-droits-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/menu-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/menu-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/penalties-sanctions-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/penalties-sanctions-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/regs-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/regs-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/schedule-tableau-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/schedule-tableau-fra.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/species-especes-eng.html>
<http://www.cbsa-asfc.gc.ca/fpa-apa/species-especes-fra.html>

2. Canada.ca web writing style guide: <http://wet-boew.github.io/wet-boew-styleguide/v4/writing/index-en.html>

3. Canada.ca Vanity URLs: http://www.gcpeia.gc.ca/wiki/Canada.ca_Vanity_URLs

Joce

Jocelyn Everest Bellefeuille

Senior Communications Advisor – E-Communications, Corporate Affairs Branch
Canada Border Services Agency / Government of Canada
jocelyn.everest-bellefeuille@cbsa-asfc.gc.ca / Tel: 613-948-7840 / TTY: 866-335-3237

Conseillère principale en communications – E-Communications, Direction générale des services intégrés
Agence des services frontaliers du Canada / Gouvernement du Canada
jocelyn.everest-bellefeuille@cbsa-asfc.gc.ca / Tél. : 613-948-7840 / ATS : 866-335-3237

-----Original Appointment-----

From: McGiffin, Cailin

Sent: April 19, 2016 3:23 PM

To: McGiffin, Cailin; Everest-Bellefeuille, Jocelyn; Charbonneau, MelanieA

Subject: FPA Web pages

When: April 22, 2016 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: 191 Laurier Ave West, 9th Floor, Office #9002

**** I'm re-sending this invite as I sent it to the wrong Melanie Charbonneau yesterday – sorry! ****

Hello,

As discussed, I just want us all to sit down and talk about ideas for the Food, Plant and Animal Inspections pages on our website.

Thanks to both of you.

Cailin